

**State of Alabama  
Alabama Department of Economic and  
Community Affairs**

**Community and Economic Development Division**



**Community Services Block Grant Unit**

**Amendment to Two Year State Plan  
FY 2011 and FY 2012**

**Robert Bentley  
Governor**

**Jim Byard, Jr.  
Director**

**Alabama Department of Economic and Community Affairs**

OFFICE OF THE GOVERNOR

**ROBERT BENTLEY**  
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**JIM BYARD, JR.**  
DIRECTOR

July 1, 2011

Dr. Yolanda J. Butler, Acting Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade S.W., 5<sup>th</sup> Floor West  
Washington, DC 20447

Dear Dr. Butler:

In accordance with Alabama Code §§ 41-23-1 through 41-23-8 (2000), the Department of Economic and Community Affairs agrees to comply with the provisions of the Community Services Block Grant Act (42 U.S.C. 9901 et. seq.) as amended. The original and one copy of the Alabama Community Services Block Grant State Plan for Fiscal Years 2011 and 2012 are attached.

The certifications, documents and description of the activities to be carried out to enhance the self-sufficiency of low-income individuals and families in Alabama addresses each of the requirements of the Community Services Block Grant Act, as amended. Community Services Block Grant funds will be allocated to Community Action Agencies in accordance with Alabama Code §§ 11-96-1 through 11-96-6 (1994).

Should you need any additional information, you may contact Rhoda Talley, CSBG Program Manager, (334) 242-5412, fax (334) 353-4311 or e-mail [Rhoda.talley@adeca.alabama.gov](mailto:Rhoda.talley@adeca.alabama.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Byard, Jr.", is written over a printed name and title.

Jim Byard, Jr.  
Director

JB:RT:bs

cc: Ms. Toya Joyner  
Program Specialist

OFFICE OF THE GOVERNOR

ROBERT BENTLEY  
GOVERNOR



STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

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## STATE OF ALABAMA

July 1, 2011

Dr. Yolanda J. Butler, Acting Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade S.W., 5<sup>th</sup> Floor West  
Washington, DC 20447

Dear Dr. Butler:

Pursuant to Title 45, Part 96, 10(b) of the Code of Federal Regulations, I hereby delegate signature authority to Jim Byard, Jr., Director of the State of Alabama's Department of Economic and Community Affairs, for the purpose of submitting the amended State's Application and Plan for Fiscal Years 2011 and 2012 and certifying compliance with any Federal assurances relating to the Community Services Block Grant.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Robert Bentley". The signature is fluid and cursive, with the first name "Robert" and last name "Bentley" clearly legible.

Robert Bentley  
Governor

RB:JB:GS

**Office of Community Services - Division of State Assistance**

**CSBG Contact Information**

**State: Alabama    Region: IV**

**DESIGNATION**

<b>Designated Agency</b>	Alabama Department of Economic and Community Affairs
<b>Division</b>	ADECA's Community and Economic Development Division/CSBG Unit
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Names & Title	Wendy Hester, Chief Auditor	
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## **I. Federal Fiscal Year or Years Covered by this State Plan and Application**

The Community Services Block Grant State Plan and Application will cover Fiscal Years 2011 and 2012.

## **II. Letter of Transmittal**

A cover letter is included with the revised Plan and will be submitted to the Office of Community Services (OCS) by September 1, 2011. The letter is addressed to the OCS Acting Director, Ms. Yolanda J. Butler, Ph.D. Also included is a form identifying the State Community Services Block Grant (CSBG) Program contact person and the State CSBG official who is to receive the CSBG grant award with complete address, telephone and fax numbers.

## **III. Executive Summary**

### **A. CSBG State Legislation**

In 1982, the Alabama Legislature passed the Community Action Act, Alabama Statute 82-494. The law was enacted to provide a mechanism for funding of multi-service programs designed to promote economic self-sufficiency among low-income citizens of the State of Alabama. The State's statutory authority is derived from Alabama Code §§ 11-96-1 through 11-96-6 and specifies that ninety-five (95) percent of the funds received from the CSBG Act, § 671 of the Omnibus Budget Reconciliation Act of 1981, shall be appropriated to community action agencies and certain other agencies as specified. The Alabama Code also defines the agencies and their responsibilities including service areas and participation with neighborhood-based organizations. Funds appropriated for annual distribution to community action agencies shall be in accordance with the poverty level population and available resources in the State. Refer to **Appendix A** for Alabama Code §§ 11-96-1 through 11-96-6.

### **B. Designation of Lead State Agency to Administer the CSBG Program**

The Legislature of Alabama designated the Alabama Department of Economic and Community Affairs (ADECA) to be the lead agency to administer the Community Services Block Grant in Alabama Code §§ 41-23-1 through 41-23-8. Refer to **Appendix B**.

**Director/Administrator of Designated State Agency:** Jim Byard, Jr.



ADECA's organization chart is attached in **Appendix C**.

## **C. Public Hearing Requirements**

### **(1) Public Hearing**

The Public Hearing for the Community Services Block Grant State Plan and Application was held in the Capitol City of Montgomery on August 9, 2010, at the Center for Commerce, 401 Adams Avenue. The notice for the meeting was mailed to the twenty-two eligible entities for posting at each of their service center sites (which covers all sixty-seven counties). In addition, a copy was posted on the website of the Alabama Secretary of State in addition to ADECA's website. The documentation pertaining to the public hearing is attached in **Appendix D**.

### **(2) Legislative Hearing**

A Legislative Hearing was conducted on Wednesday, August 20, 2008, with the Legislative Oversight Committee at the Alabama State House in Montgomery, Alabama. Notice of the meeting was provided to the community action network and made available to the public through the Alabama Secretary of State's Office website and on ADECA's website. The sign-in sheets and minutes of the meeting are attached in **Appendix E**.

### **(3) Public Inspection of State Plan**

ADECA has made the CSBG State Plan for Fiscal Years 2011 and 2012 available for public inspection and comments by placing a notice of its availability for review on ADECA's website, [www.adeca.alabama.gov](http://www.adeca.alabama.gov). The Plan was also distributed to and available for public review and comments at the twenty-two eligible entities' offices. The State Plan changes are considered within applicable laws and policies.

## **IV. Statement of Federal and CSBG Assurances**

As part of the biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S.C. 9901 et seq.), the designee of the chief executive of the State hereby agrees to the assurances in Section 676 of the Act.

### **A. Programmatic Assurances**

(1) Funds made available through this grant or allotment will be used:

- (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable families and individuals to:
  - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
  - (ii) secure and retain meaningful employment;
  - (iii) attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
  - (iv) make better use of available income;
  - (v) obtain and maintain adequate housing and a suitable living environment;
  - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
  - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- (b) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give

priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth meditation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]

(2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C (b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]

(3) To Provide information provided by eligible entities in the State, including:

(a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;

(b) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;

(c) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and

(d) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. ['676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]
- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under the community services block grant program will not have its funding terminated under this subtitle, reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b) of the Act. ['676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious

organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

- (11) To secure from each eligible entity in the State, as a condition to receipt of funding a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
- (12) That the State and all eligible entities in the State will participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. ['676(b)(12)]
- (13) To provide information describing how the State will carry out the assurances. ['676(b)(13)]

#### **B. Administrative and Financial Assurances**

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. ['675C(a)(1) and (2)]

- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant program. [‘675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities.  
[‘675C(b)(2)]
- (5) states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State Plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State Community Services Block Grant program activities. [‘676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State Plan.[‘676(a)(3)]
- (9) To make available for the public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan.  
[‘676(e)(2)]

(10) To conduct the following reviews of eligible entities:

- (a) full onsite review of each such entity at least once during each three-year period;
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant program;
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. [‘678B(a)]

(11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- (a) inform the entity of the deficiency to be corrected;
- (b) require the entity to correct the deficiency
- (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678(c)(a)]

- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the Community Services Block Grant program. [678D(a)(3)]
- (14) To participate and ensure that all eligible entities in the State participate in the Results Oriented Management and Accountability (ROMA) System [678E (a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under 678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation



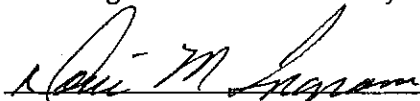
Act of 19734 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]

- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program.['679]

**C. Other Administrative Certifications**

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all subgrantees shall certify accordingly.



Administrator/Director of Designated Lead Agency

08-31-10

Date

## **V. The Narrative State Plan**

### **A. Administrative Structure**

#### **(1) State Administrative Agency**

- (a) ADECA is the State agency designated by the Governor to apply for, receive and expend funds to administer the CSBG Program in Alabama and to assure grantee certification and compliance. The CSBG Program is administered by the Community and Economic Development Division (CED), which also includes Community Development Block Grant (CDBG) and Emergency Shelter Grant. The mission of ADECA's CED is to serve the citizens of Alabama while reducing welfare dependency.
- (b) The primary goal of ADECA is to develop cooperative alliances throughout the State. The goal of CED is to help low-income citizens, through a variety of programs and community activities, to become gainfully employed and improve their quality of life. With this in mind, CED will seek alliances with relevant federal, state and local agencies that share the mission to ameliorate the causes of poverty. CED will identify federal, state, regional, local and private agencies that can assist it and the State's twenty-one eligible entities in helping low-income people to achieve self-sufficiency. CED will also encourage the facilitation and development of formal alliances among these agencies and the State's twenty-one eligible entities for the purpose of sharing information and employing complementary resources.

Objectives will be met through granting funds to eligible entities to carry out a range of services and activities according to locally prioritized and identified needs. The State's eligible entities will submit Community Action Work Plans to ADECA's Community and Economic Development Division/CSBG Unit. The work plans will include program plans, measurable outcomes and budgets resulting from a local needs assessment with the involvement of low-income persons in the planning process.

ADECA will seek to carry out the following objectives:

- Distribute funds to the eligible entities in a timely manner and in accordance with applicable Federal and State statutes;
- Conduct a comprehensive monitoring review every eighteen to twenty-four months of each eligible entity with priority given to subgrantees designated as “high-risk”;
- Refine the Results Oriented Management and Accountability (ROMA) reporting system by incorporating the CSBG Information Survey Report and ADECA’s Quarterly Performance Reports into FACSPRO;
- Improve the quality and effectiveness of boards of directors by continuing to review agency by-laws and provide extensive board training;
- Conduct a complete review of board policies and procedures and eligible entities’ personnel policies and procedures;
- Initiate partnerships with other state agencies, federal agencies, foundations and others that will be beneficial to the target populations of community action agencies; and
- Require eligible entities to develop partnerships with the One Stop Career Centers in their service areas.

## **(2) Eligible Entities**

- (a) There are currently 21 eligible entities in the State of Alabama. A list of current CSBG eligible entities is attached as **Appendix F**.
- (b) Low-income persons in all of Alabama’s 67 counties are served by the 21 eligible entities. The map included in **Appendix G** to this plan shows the counties covered by each eligible entity.

## **(3) Distribution and Allocation of Funds**

- (a) Alabama Code § 11-96-1 through § 11-96-6 currently requires ADECA to provide 95 percent of its CSBG funds to the eligible entities.  
Proposed Distribution of CSBG Funds for FY 2011 and FY 2012  
(These levels are based on a Federal CSBG Award at the FY 2010 level.)

<b>Fund Category</b>	<b>FY 2011/2012 Proposed Allocations</b>
Restricted (eligible entities)	\$12,122,007 (95%)
Discretionary	0
Administrative (5%)	638,000 (5%)
<b>Total CSBG</b>	<b>\$12,760,007 (100%)</b>

**B. Description of Criteria and Distribution Formula**

CSBG funds are currently distributed through 21 eligible entities in accordance with both the Alabama Code and the CSBG Act utilizing the current poverty guidelines and the 2000 census data. Although the formula for distribution will not change with the 2010 census, it is expected that the poverty percentages in each of the State's counties will. As stated, current law requires that 95 percent of the allocation be passed through the eligible entities to low-income persons in accordance with poverty guidelines. Limitations on carryover balances are as follows: 20 percent of allocated funds may be carried over and used in the following year.

**C. Description of Distribution and Use of Restricted Funds**

At least 95 percent of the FY 2011 and FY 2012 CSBG funds will be distributed to the State's 21 eligible entities. As a result, the eligible entities will be required to use the CSBG funds for the purposes stated within the CSBG Act. Please see **Appendix H** for a listing of agencies and proposed funding levels. The CSBG funds are awarded to eligible entities on a 15 month basis; therefore, the State does not anticipate the recapture and redistribution of CSBG funds.

**D. Description of Distribution and Use of Discretionary Funds**

Due to the current language in Alabama Code § 11-96-1, there have been no discretionary funds for the State to use.

**E. Description of Use of Administrative Funds**

Section 675(b)(2) of the CSBG Act specifies that no State may use more than the greater of \$55,000 or five percent of its grant or allotment for administration, to include monitoring activities. ADECA will retain that five percent to be used

for monitoring, technical assistance, training of State and eligible entity staff, invoice review and indirect costs. State monies will be used to supplement the federal funds as they will be insufficient to cover both direct and indirect costs. Indirect costs will be charged at a rate of 3.41 with the remainder of funds used for direct costs. The complete budget for the CSBG Program is listed below.

<b>Budget Category</b>	<b>Budget Amount</b>
Personnel	\$163,854
Employee Benefits	123,610
Travel, In-state	6,000
Travel, Out-of-state	3,500
Rentals & Leases	1,500
Utilities & Communication	2,000
Professional Services	7,500
Supplies & Operating Expenses	1,200
Transportation Equipment Operations	1,000
Grants & Benefits	11,786,254
Equipment	—
Indirect Cost	310,165
<b>Total</b>	<b>\$12,406,583</b>

The State does not have a Charity Tax Credit Program.

## **F. State Community Services Program Implementation**

### **(1) Program Overview**

The following information was provided to the State by eligible entities in a meeting held at Montgomery Community Action Committee, in Montgomery on July 22, 2010. The meeting announcement and sign-in sheets are attached in **Appendix I**.

#### **(a) The Service Delivery System**

The provision of CSBG services to individual low-income persons statewide is carried out primarily through Alabama's CSBG eligible entities (community action agencies). In accordance with Ala Code §§

11-96-1 through 11-96-6 (1994), ADECA will provide 95 percent of its CSBG allocation to these 21 community action agencies for the provision of services in each applicable CSBG assurance area. These agencies provide services to low-income people in each of the State's 67 counties. Each community action agency at a minimum, provides information and referral related services to low-income citizens needing assistance. All agencies provide services through the main office and service centers in most cases by scheduling appointments with clients where the clients come into the service center in person.

Other methods of service delivery that community action agencies utilize include:

- Mass applications taken at convenient locations throughout the service area
- Home visits to those unable to visit the service centers
- Partnerships with other agencies to take applications at locations where those seeking services may already visit
- Call centers
- Mobile outreach units
- Locate staff in a location where other services to low-income individuals are provided
- On-line applications and information for those seeking services

ADECA will assist in identifying and developing resources and providing technical assistance to the agencies in needed areas.

**(b) Linkages**

A programmatic element of the work plans to be submitted by the community action agencies includes the development of linkages and local cooperating agreements. Each work plan requires a list of the agencies with which the community action agency has such agreements. The normal process for an agency in developing linkages would be to conduct a needs based assessment to determine what resources currently exist in the service area. Once those resources have been identified, the agency would check to see if there was already a

memorandum of understanding in place with the organization. If no agreement exists, the community action agency would contact the organization to discuss a partnership and the development of a written memorandum of understanding.

Since the submission of the State's last plan and application, CSS has added a staff person whose primary responsibility is partnership coordination. This staff person will work with other State agencies/organizations, foundations, etc. at the State level to develop partnership agreements. These agreements would provide a foundation for the local community action agencies to build on at the local level. The partnership coordinator will also work independently with each local community action agency to develop an agency profile with regard to partnerships and assist in any manner necessary to broaden funding and other partnership opportunities. It is the State's intent to partner with the Community Action Association of Alabama (Association) in the development and utilization of the agency profiles, as the Association has already begun developing profiles for the local agencies. CSS, through technical assistance and monitoring, as well as through workshops, will continue to foster the development of the local linkages that will fill gaps in services to ensure the needs of the citizens of Alabama are met.

**(c) Coordination with Other Public and Private Resources**

The community action agencies coordinate CSBG resources with other non-profits, public funds, and other funds. Other public and private resources of funding are submitted with estimated amounts leveraged as part of each community action agency's work plan. The CSBG work plan for each agency must include a description of how the agency coordinates and mobilizes public and private resources to provide the services necessary to meet the needs of low-income individuals and families. Many agency staff serve on other non-profit boards and councils and utilize the CSBG funding to coordinate resources with other non-profits. CSBG funds are also used to match and supplement other funds.

#### **(d) Innovative Community and Neighborhood-based Initiatives**

Local entities use the CSBG funds to support innovative community and neighborhood-based initiatives related to the purpose of the CSBG Act, including fatherhood initiatives, programs focusing on motherhood, gardening projects, Family Solutions, Community Development Financial Institutes, Dispensary of Hope, Green Retrofit for Multifamily Housing, training for a green workforce, assisting in the development of green businesses, providing after school programs for youth, Family Solutions, Juvenile Intervention Programs, and numerous others. Several of these programs stemmed from programs that were initially funded through the CSBG ARRA funds. The success of and need for the programs allowed agencies to determine to continue providing these services.

#### **(2) Community Needs Assessments**

In compliance with assurance 676(b)(11), each eligibility entity is required to submit a community action work plan to include a community needs assessment as a condition of funding. Each agency is responsible for conducting or securing its own needs assessment. The eligible entities will be required to outline the process used to conduct the assessment and identify how agency leadership, including the agency governing board, participated in the assessment and used the findings to plan for the expenditures of FY 2011 CSBG funds. Within the framework of the six national goals, the agencies will be required to connect their assessment findings with a plan that identifies outcomes for low-income families and communities. The State realizes that agencies require flexibility in conducting needs assessments, as each area varies in resources available and services provided. As a result, a variety of resources are used. During Fiscal Years 2011 and 2012 the State would like to provide specific training to all agencies on conducting a community needs assessment and compiling the data into a useful tool for the agency's planning needs. In addition the State would like to work with the Community Action Association of Pennsylvania and the National Association for State Community Services Programs to develop a model of minimum standards for the community needs assessment.



### **(3) Tripartite Boards**

Alabama's 21 CSBG eligible entities administer their CSBG programs under the direction and exclusive control of a tripartite governing board. Each of these boards was established in accordance with Ala. Code § 11-96-3 (1994) and the CSBG Act as amended. The State statute requires each governing board of a community action agency to consist of not less than 15 members and not more than 51 members. *Alabama CSBG Community Action Agency Policy Letter Number 2 (Revision 3)* states, "The bylaws shall set the total number of seats on the board and the allotment of seats to public officials, representatives of the low-income and representatives of the private sector." It also requires the board to immediately report in writing to ADECA, any changes in the total number of seats or in the allotment of seats, if the current membership changes to include the departing and replacement members.

Each community action agency is required to include in its work plan eligibility documents to include Articles of Incorporation, By-laws, Personnel Policies and Procedures, Fiscal Policies and Procedures, Procurement Policies and Procedures, documentation of fidelity bond, current board roster and a Recertification Form signed by the board chair and executive director. CSBG staff review the work plans and eligibility documents prior to funding each agency. In addition, the CSBG staff provides board training to agency boards, conduct monthly desk reviews and conduct on-site monitoring reviews to ensure compliance with respect to tripartite boards. CED requires each agency to include procedures in its by-laws which allows "...community agencies and representatives of the low-income which feel themselves inadequately represented on the board to petition for adequate representation". The community action work plans will not be considered complete until verification of this provision can be made. Also, the community action agencies are required to submit board selection procedures to the County Commissions of each of the counties in its service area for approval. Documentation of this procedure is reviewed at the time of the eighteen to twenty-four months monitoring visit.

The actual size of the boards varies considerably (15 to 51), but each agency maintains its composition in accordance with the State statute and the Community Services Block Grant Act as amended. Each board is composed of representatives of the governmental entity that has jurisdiction over the area being served, the low-income sector and other groups as required in the CSBG Act.

Each of the agencies is required to be governed by a Board of Directors of the following composition:

- Exactly one-third of the members are public officials holding office on the date of selection or their designee
- At least one-third of the members must be representatives of the low-income sector chosen in accordance with approved democratic selection procedures
- The remaining members shall be selected from business, industry, labor, religious, law enforcement, education, or other major groups or interests

#### **(4) State Charity Tax Program**

The State of Alabama does not have a state charity tax program.

#### **(5) Programmatic Assurances**

##### **(a) Assurance '676(b)(1)**

Funds made available through the grant or allotment will be used:

**(1) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable families and individuals to:**

***(i) remove obstacles and solve problems that block the achievement of self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);***

The goal of the community action agencies in Alabama is to provide a variety of services designed to move low-income individuals and families from poverty to self-sufficiency. The work plans submitted by the agencies must include the services that are supported with CSBG funds and must identify how the services are to be coordinated with other service providers in the community. Compliance is determined through the review of the community action work plans and the eighteen to twenty-four months on-site monitoring review. The State is continuously placing emphasis on the importance of services that accomplish movement toward self-sufficiency and case management. The community action agencies in Alabama actively work to provide encompassing services for all family members to assist in achieving the goal of reaching self-sufficiency.

***(ii) secure and retain meaningful employment;***

The eligible entities in Alabama provide job training readiness skill workshops for low-income individuals by coordinating with the local Alabama Employment Service and other community partners to provide:

- Referrals to Alabama Workforce Development One Stop/Career Centers for individuals assessment needs in job counseling, job development and on-the-job training (OJT).
- Instruction on interviewing techniques, resume preparation, and completing employment applications.
- Assist youth in obtaining summer employment and preparation for applying for college and/or other post-graduate vocational opportunities.
- Head Start programs, providing after school programs including childcare for low-income parents to acquire and maintain employment or for parents to attend school.

- Linkages with city and county governments, chambers of commerce, and other local entities to create new and/or expanded employment and training opportunities for low-income individuals.

***(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;***

Alabama's eligible entities are expected to adopt policies to refer clients to education programs that increase literacy, improve parenting skills, and address the needs of children in poverty.

Activities geared to attaining adequate education include but are not limited to:

- Providing information and referrals to Early Childhood Family Education programs, Colleges and Universities, Adult Basic Education programs, Pre-K and Head Start programs for pre-school children from low-income families.
- Instituting computer technology training for low-income participants including the use of computers to enhance participants' ability in obtaining employment or job satisfaction.
- ACT/ACT college preparation training for low-income students.
- Incorporating the Foster Grandparent programs, an organization which works with school-age children one-on-one and their families to improve literacy skills.

***(iv) make better use of available income;***

Activities and services provided by several eligible entities to assist low-income families better manage their available income include:

- Money Management programs that provide assistance for households to develop a monthly spending plan and

promote the habit of saving and planning for future financial needs (Budget and Income Management Skills).

- Energy counseling to help low-income families with energy saving education and efficient energy usage through the Low-Income Housing Energy Assistance Program (LIHEAP) and Community Service Development Grant program counseling and budget/income management to help families develop budgets.
- Housing and Urban Development Counseling Programs are offered to potential first time homebuyers and low and moderate income renters.
- The Earned Income Tax Credit (EITC), a tax break, will be a tool to encourage families to make better use of available income which involves promoting low income people using eligible tax credits.

***(v) obtain and maintain adequate housing and a suitable living environment;***

Many of the eligible entities provide services that assist in the attainment and management of adequate housing. Some community action agency programs that address homelessness are as follows:

- Many of the eligible entities in Alabama receive a U.S. Department of Housing and Urban Development (HUD) grant to provide a certified housing counselor to counsel and assist individuals/families in the process of home pre-purchase approval for first time homebuyers.
- Several eligible entities partner with local homeless/domestic violence shelters to provide temporary housing and improved living conditions for the homeless.
- Habitat for Humanity partners with community action agencies across the State to build homes for low-income families to purchase.

- Several eligible entities have received a Rural Development Housing Preservation Grant to assist eligible homeowners with housing repairs to bring their homes from substandard to livable standards.

***(vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and***

One of the central roles of Alabama's eligible entities is to support people as they fulfill their basic needs for food, clothing, and shelter. The eligible entities in Alabama recognize that until urgent basic needs are met, permanent solutions to leaving poverty will be unattainable for most. For the purpose of this plan, a few are highlighted as follows:

- Eligible entities refer participants to local agencies, such as Goodwill Industries, Salvation Army, faith based organizations and United Way for basic needs such as food, clothing, household items and appliances and other goods and services.
- Emergency assistance is provided through vendor payments using LIHEAP resources to fund emergency energy payments to provide emergency assistance with payment of utility bills and the purchase of wood and coal for winter heating and some summer cooling.
- Some eligible entities also provide one-time payments to eligible persons for temporary shelter, food, clothing, and fuel.

***(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots***

***intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relations with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.***

Activities designed to achieve greater participation and partnership with local law enforcement agencies include:

- The Family Violence Center, Hanna Home East and Project Share Safe Place provide support groups, legal assistance, and a crisis hotline for victims of abuse;
- The eligible entities coordinate and provide information and referrals to the Alabama Department of Public Safety to report crimes of abuse and neglect and neighborhood of youth at risk;
- Partnering with local law-enforcement and other city/county officials in numerous recreation activities;
- The Alabama Department of Public Safety, in compliance with the Community Notification Act, provides public access through its internet website for information regarding the current addresses of criminal sex offenders.

**(2) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training,**

**job creation, and entrepreneurship programs); and after-school child care programs; and**

Many of the eligible entities administer youth development programs that give priority to the prevention of youth problems and crime and provide for increased community involvement. A few of the specific programs are highlighted as follows:

- Several eligible entities throughout the State offer Fatherhood Programs directed toward youth and custodial fathers to help young men with basic skills such as obtaining and maintaining a job and counseling young fathers to become responsible parents. One agency actually offers a Mothers and Daughters program as well.
- One eligible entity provides a summer reading program, "Bucks for Books", to encourage children in second to fifth grades to read by providing appropriate books for children to read and then by paying them three dollars for each book read. The children are also required to give a book report or oral explanation of each book they read.
- The YES Ambassadors program serves youth ages 13-18 and provides a mechanism for the youth to communicate instructive messages to other youth about the hazards of alcohol, tobacco and violence through theatrical productions.
- The Foster Grandparent Program directly impacts the lives of children that are identified as at risk and are referred by other community-based agencies. The program includes early intervention and one-on-one mentoring to direct children towards more positive behaviors and outcomes.

**(3) To make more effective use of, and to coordinate with other programs (including State welfare reform efforts).**

Eliminating the causes of poverty requires comprehensive coordinated efforts on behalf of all agencies. This includes coordination from social service agencies, education and training, economic development, housing, business and home lending institutions, low-cost housing development and others.



Eligible entities track a wide range of local collaborative efforts numbering in the hundreds across the State. These efforts are captured in the individual eligible entities' work plans and the State receives an annual report that reflects coordinated efforts at the local level.

ADECA and Alabama's eligible entities will continue to form memorandums of agreement and formal written partnerships with other agencies, groups and organizations.

**(a) Assurance '676 (b)(4): Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The State's eligible entities carry out various emergency services to low-income individuals such as cash assistance/loans, operate food pantries, work with local food banks, provide food vouchers and deliver meals on wheels to homebound seniors to counteract starvation and malnutrition among low-income individuals.

ADECA requires the eligible entities to certify and provide a narrative in the work plan that their agency will comply with this assurance. The State will ensure that these activities are carried out through the review of the work plans and a monitoring review of the agencies' performance.

**(b) State Assurance '676 (b)(5): and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide**

**and local workforce investment systems under the Workforce Investment Act of 1998.**

The State and the eligible entities in the State will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services. The State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

The development and use of effective partnerships to coordinate and establish linkages between governmental and other social services programs and to avoid duplication of services to the low-income citizens in the State is the vision of the Governor. All the eligible entities are required to describe in their work plan, how they coordinate services and establish linkage with other social services agencies and local governments to assure the effective delivery of services to low-income citizens and avoid duplication. The agencies will also be required to provide in their work plan a description of how it will coordinate employment and training activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. The State encourages the eligible entities' participation with ADECA's Workforce Development Division and One-Stop Career Centers. Additionally, the State CSBG office will maintain a relationship with statewide workforce investment entities and will be available to represent the eligible entities in those settings.

In addition, the Governor's Task Force to Strengthen Alabama Families has created a computer tool (The Camellia Tool) to help Alabamians obtain information about and determine eligibility for health and human services. The Camellia Tool is available 24 hours a day, seven days a week and can be accessed from any computer with internet access. The web address is <http://www.camellia.alabama.gov>.

A few of the program participants include Senior Services, Rehabilitation Services, Mental Health, Human Resources, Medicaid, Public Health and Industrial Relations. Numerous foundations, businesses, and organizations have contributed to the success of the website and the mission of the task force which is strengthening families by working collaboratively with public and private organizations to efficiently use available resources, thereby, improving the outcomes for children, families, and communities in the State of Alabama.

**(c) Assurance '676 (b)(6): The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.**

The State will ensure coordination between antipoverty programs in each community in the State. Additionally, the State will ensure where appropriate, that emergency energy crisis intervention programs under title SSVI (relating to low-income home energy assistance) are conducted in such communities.

The State CSBG staff will ensure coordination between anti-poverty programs and emergency energy crisis programs. Most of the eligible entities operate both the LIHEAP and Weatherization programs. The eligible entities that do not operate these programs are monitored to verify that planned coordination occurs.

**(d) Assurance '676 (b)(9): The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.**

The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and

members of the groups served by the State, including religious organizations, charitable group, and community organizations. The State and eligible entities will endeavor to form memorandums of agreement and formal written partnerships, where feasible, with other agencies, groups and organizations including religious organizations and charitable groups serving low-income residents of the communities. The State requires the eligible entities to certify in the work plan that their agency will comply with these assurances. The State will ensure that these activities are carried out through the review of the work plans, desk top monitoring and the on-site monitoring of the agencies' program performance.

## **G. Fiscal Controls and Monitoring**

### **(1) State Program Monitoring**

As required under Section 678B(a) of the Act, the State provides the following reviews of local entities:

- (a) Upon receipt of a grant award from the U.S. Department of Health and Human Services, Office of Community Services, ADECA contracts with each of the State's eligible entities that have successfully completed a community action work plan for the grant period via the grant agreement. The grant agreements contain all relevant terms and conditions of the CSBG Program. Each eligible entity is required to concur with the Cash Management Improvement Act, which allows access to records for monitoring purposes and to comply with State and Federal regulations. Each eligible entity that operates on a cash advance basis is required to submit monthly financial reports to ADECA as a condition for receiving additional financial assistance. Through this review/approval process, ADECA monitors the amount of cash on hand at each agency. Each eligible entity is also required to submit a quarterly ROMA report to ADECA. The State utilizes these reports as a means of monitoring agency activity in each of the programmatic categories. Each eligible entity is monitored within an eighteen to twenty-four months period. The on-site review of the eligible entities includes an inspection of the activities being carried out by the entity that are covered by its

approved and/or accepted community action work plan, tripartite board meetings, attendance rosters, coordination with and linkages with local entities and agencies, and compliance with other applicable state and federal rules and regulations.

- (b) An on-site review of a newly designated entity will be conducted immediately after the completion of the first six months in which such entity receives funds through the CSBG program. A subsequent visit will be conducted at the end of the first twelve months of operation.
- (c) As noted above, all eligible entities are monitored every eighteen to twenty-four months. Additional visits are made as deemed necessary when concerns surface regarding financial and/or programmatic issues or when an entity is placed on "high-risk".
- (d) Additional on-site reviews are conducted when specific concerns are identified that require attention or when an entity is placed on "high-risk". In addition to the eighteen to twenty-four months monitoring on-site visit, staff from ADECA's Audit Section performs periodic financial/programmatic reviews in coordination with CSBG staff or at the request of ADECA's Director.
- (e) Annual audits are required of each local entity. The date of the last audit conducted and the period covered by the audit for each eligible entity is on file in ADECA's Audit Section. See **Appendix J**.

## **(2) Corrective Action, Termination and Reduction of Funding**

In the event that ADECA determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the CSBG program or to meet appropriate standards, goals, and other requirements established by the Federal and State government (including performance objectives), ADECA will:

- (a) Inform the entity of the deficiency to be corrected;
- (b) Offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance was not appropriate;

- (c) At the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan. ADECA may either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- (d) If the deficiencies are not corrected, ADECA will notify the entity of its intent to reduce or terminate funding and the opportunity for a hearing on the impending action. After providing adequate notice along with an opportunity for a hearing. In accordance with State's Eligible Entity Fair Hearing Policy and Procedure (Assurance 676(b)(8)), ADECA may proceed with termination or reduction procedures.

### **(3) Fiscal Controls, Audits, and Withholding**

The State fiscal control unit requires sub-recipients to report on financial expenditures and requests for reimbursements and/or advances of funds on a monthly basis. As specified in Section 678D of the Act, the State shall comply with the provisions of Chapter 75 of Title 31, United States Code (Single Audit Act) and its implementing regulation in the Office of Management and Budget (OMB), Circular A-133. The single audit of the State will be performed by the Alabama Department of Examiners of Public Accounts. In addition, sub-grantees receiving funds under this title are required to have an audit annually in accordance with the ADECA audit policy, as amended. ADECA's Audit Section has the responsibility for the department to ensure sub-grantee audit reports are received timely and meet applicable audit standards.

#### **(a) The assurance '676 (b)(7)**

Alabama will permit and cooperate with federal investigations undertaken in accordance with Section 678D of the Act by responding promptly to requests from the federal agency for information or other assistance.

#### **(b) The assurance '676 (b)(8)**

Any eligible entity in the State that received funding in the previous fiscal year under CSBG will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on

the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. In complying with this assurance, the State will proceed on the advice of counsel, and in adherence with the CSBG Act, the Alabama State Code and ADECA policies and procedures.

**(c) The assurance '676(b)(10)**

The State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

As part of the work plan, each eligible entity is required to submit a narrative description which specifies how they intend to implement the above assurance. In addition, the State ensures compliance with the requirement through its contracting and monitoring requirements with local entities.

**H. Accountability and Reporting Requirements**

**(1) Results Oriented Management and Accountability**

The State of Alabama is complying with assurance '676(b)(12) of the Act by ensuring that all eligible entities in the State are participating in the Results Oriented Management and Accountability System (ROMA) pursuant to Section 678E(b) of the Act.

The State of Alabama in partnership with the Association has provided the eligible entities with a variety of training in developing, selecting and measuring outcomes. The training has been for professional staff, board members and executive management staff. As a result of this training these agencies are reporting ROMA outcomes for CSBG service categories every quarter. In addition, all of the eligible entities submit an annual report on the six national goals and performance indicators. The statistical data is supplemented by narrative accomplishments for the six goals. Reports are submitted annually to ADECA.

The State gathers performance data reported by the CSBG eligible entities and aggregates it on a statewide basis to report outcomes according to the National Goals and Outcomes Measures to the National Association for State Community Services Programs' (NASCSPP) Information Systems (IS) Survey utilizing the format prescribed by NASCSPP.

The State will continue to engage in activities to build agency capacity, to collect and aggregate agency level outcome data and report on ROMA measures as required by the Department of Health and Human Services, Office of Community Services.

**(2) Annual Report: Section 678E (a)(2)**

**Section 678E(a) of the Act requires each State to prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities.**

Alabama complies with this requirement through the annual submission of the NASCSPP Information Systems (IS) Survey. The latest compiled annual report (FY2009) was submitted to NASCSPP in March, 2010. The client characteristics section of the FY2010 report may be found in **Appendix K**. The FY2010 Annual Report was submitted to NASCSPP in March, 2011 as required.

**(a) Performance Objectives**

The performance objectives for the eligible entities in Alabama are reflected through the six ROMA goals and the sixteen national performance indicators. The State requires each eligible entity to submit in its work plan, performance targets for the number of persons they plan to serve, transition out of poverty, and/or achieve outcomes associated with each program activity. Please see the statistical data report in **Appendix L**.

**(b) Program Accomplishments and Activities**

Program accomplishments and activities covered a wide area including but not limited to those that addressed education, emergency services, health, housing, income management, linkages, nutrition, economic development and self-sufficiency. A total of \$193,781,668 was mobilized



by community action and approximately 274,533 clients benefited from these services.

(c) Comparison of Planned and Actual Expenditures for Prior Fiscal Year

1. A comparison of planned Distribution of FY2009 Funds to Eligible Entities versus Actual Expenditures is shown in a table in **Appendix M**. No funds were recaptured or redistributed in FY2009.

2. Planned Distribution of FY2009 Funds for Discretionary Purposes versus Actual Expenditures.

The state does not retain discretionary funds. Alabama requires a ninety-five percent pass through of CSBG funds to the eligible entities. Refer to Alabama Code in **Appendix A**.

3. Planned Use of FY2009 Funds for State Administration versus Actual expenditures.

The planned amount for CSBG administration was \$638,000. The actual amount of funds used for administration totaled \$778,902. Administrative funds were used to provide staff training, board training, technical assistance, monitoring, staff salaries and fringe benefits.

(d) Profile of Participants Served (Number and characteristics of clients served).

As part of the State's Annual CSBG/IS Report, client characteristics data is collected and reported by the 21 community action agencies. The information in the report reflects one or more characteristics of individual clients and households. The characteristics of clients are shown in **Appendix K**.

(e) Statistical Report on CSBG Program Services

The Statistical Report, **Appendix L**, is compiled to summarize the ROMA report on the six national goals and outcome efforts along with performance indicators for Employment, Emergency Services, Health, Housing, Income Management, Linkages, Nutrition, Economic Development, Self-sufficiency and Special/Innovative Programs.

**(f) Please describe the Training and Technical Assistance (T/TA) offered by your State during FY2009, specifically the T/TA offered to eligible entities to help correct deficiencies, as per section 678C(a)(3) of the CSBG Act.**

Due to the requirements of the Code of Alabama 1975, Section 11-96-1 through Section 11-96-6 (1194), ADECA retains no discretionary funds to provide formal training. CSS provides on-going training for the community action agencies via the Association and CSS staff. The Association sponsors an annual training conference for the community action agencies. The last conference was held in May 2010, at Perdido Resort, Orange Beach, Alabama. The attendees participated in the following workshops:

- Head Start
- Weatherization – State & National Updates, Issues & Concerns; Fraud Detection and Prevention; Davis Bacon
- FACSPRO – General Use/Reporting
- Board of Directors – Moving Out of Poverty, Toward Self-sufficiency; Strengthening CAA Boards
- ARRA Roundtable
- National Association for State Community Services Programs (NASCSPP) Fiscal Training
- Alabama Weatherization Association Roundtable – Standards, Curriculums and Best Practices

ADECA's CSS staff also provides Board Training to agency Board of Directors, FACSPRO training, and other T/TA as needed.

**Appendix A**  
**Code of Alabama 1975**  
**Section 11-96-1 through 11-96-6**

- Chapter 96 COMMUNITY ACTION AGENCIES.
  - Section 11-96-1 Appropriation of funds.
  - Section 11-96-2 Allocation of appropriated funds in proportion to size of poverty level population served.
  - Section 11-96-3 Community action agency; defined; governing board; biannual audit; delegation of responsibility; service area; consultation with neighborhood based organizations; powers and duties.
  - Section 11-96-4 Limited purpose agencies; defined; governing board; bi-annual audit; delegation of responsibility; service area; consultation and planning.
  - Section 11-96-5 Community action program defined; components of program; administration.
  - Section 11-96-6 Continuation of certain community action agencies.

#### **Section 11-96-1**

##### **Appropriation of funds.**

Ninety-five percent of all moneys received by the State of Alabama through the Community Services Block Grant Act, Section 671 of the Omnibus Budget Reconciliation Act of 1981 shall be appropriated to community action agencies and certain other agencies as defined in Section 11-96-3 to carry out programs under Section 11-96-4 herein. The Legislature is authorized to appropriate any other funds that might become available for the purposes as described in this chapter.

*(Acts 1982, No. 82-494, p. 818, §1.)*

#### **Section 11-96-2**

##### **Allocation of appropriated funds in proportion to size of poverty level population served.**

Funds appropriated for the purpose of Section 11-96-1 shall be allocated annually to community action agencies in proportion to the size of the poverty level population served by the agency when compared to the size of the poverty level population and available resources in the state. "Poverty level population" means the number of people whose household income is below the official poverty line established by the United States Director of the Office of Management and Budget.

*(Acts 1982, No. 82-494, p. 818, §2.)*

#### **Section 11-96-3**

**Community action agency; defined; governing board; biannual audit; delegation of responsibility; service area; consultation with neighborhood based organizations; powers and duties.**

(a) A "community action agency" for the purposes of this chapter shall include the following:

(1) A county, a municipality or a combination thereof;

(2) A private non-profit agency which has been designated as an "eligible entity" under Section 673(1) of the Community Services Block Grant Act; or

(3) A private non-profit agency newly established by local ordinance in compliance with subsection (b) of this section.

(b) Each community action agency shall administer its programs through a governing board consisting of 15 to 51 members.

(1) One-third of the members of the board shall be elected or appointed public officials, currently holding office or their representatives. These members shall be designated or approved by the chief elected local government official or officials of the jurisdiction which they represent.

(2) At least one-third of the members shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served by the agency.

(3) The other members shall be officials or members of business, industry, labor, religious, welfare, education, housing or other major groups and interests in the community. Each member of the board selected to represent a specific geographic area within an appointed community must reside in the area represented.

Procedures for selection of board members shall be submitted to county commissions within the community action agency service area for their review. This procedure may be set out in the by-laws governing the community action agency.

(c) Each community action agency receiving funds under this chapter shall prepare a bi-annual audit to be made available to the public, to state and local government.

(d) If a community action agency delegates responsibility for major policy determinations with respect to the character, funding, extent, and administration of the budgeting for programs to be carried on in a particular geographic poverty or low-income area within the community in a subsidiary board, council, or similar agency, that board, council, or agency shall be broadly representative of the area.

(e) The specific service area of any community action agency must be specific in its charter. No community action agency service areas shall overlap; nor shall any new service area include less than 50,000 total population. This population requirement shall not affect existing community

action agencies, nor affect the authority of an existing agency to expand into an area not already served by a community action program.

(f) Each community action agency shall consult neighborhood-based organizations composed of residents of the area of members of the groups served to assist the agency in planning, conduct, and evaluation of components of the community action program.

(g) A community action agency shall:

(1) Plan systematically for an effective community action program;

(2) Encourage agencies engaged in activities related to the community action program to administer assistance on a common or cooperative basis;

(3) Initiate and sponsor projects responsive to needs of the poor which are not otherwise being met, with particular emphasis on providing central or common services that can be drawn upon by a variety of related programs;

(4) Establish effective procedures by which the poor and area residents concerned will be enabled to influence the character of programs affecting their interests;

(5) Join with and encourage business, labor and other private groups and organizations to undertake activities which will result in the additional use of private resources and capabilities, and otherwise carry out its purposes as approved by its governing board.

*(Acts 1982, No. 82-494, p. 818, §3.)*

#### **Section 11-96-4**

**Limited purpose agencies; defined; governing board; bi-annual audit; delegation of responsibility; service area; consultation and planning.**

(a) A limited purpose agency qualifying for funds from the community services administration block grant is a community-based and -operated program which:

(1) Was designated as an eligible entity to receive funds from the community services block grant program under Public Law 97-115, the "Older Americans Act Amendments of 1981" or administer a head start program.

(2) Performs the functions of community action agencies, but which is not technically a community action agency.

(3) Received funds in fiscal year 1981 under Section 221 and Section 222(a) or under Title IV of the Economic Opportunity Act of 1964.

(b) Each limited purpose agency shall administer its programs through a governing board consisting of 15 to 50 members.

This board shall be representative of the population of its service area, and representative of the poor, as well as representatives from the business community and other agencies.

(c) Each limited purpose agency receiving funds under this chapter shall prepare a bi-annual audit to be made available to the public, and to state and local government.

(d) If a limited purpose agency delegates responsibility for major policy determinations with respect to the character, funding, extent, and administration of the budgeting for programs to be carried on in a particular geographic poverty or low-income area within the community in a subsidiary board, council, or similar agency, that board, council, or agency shall be broadly representative of the area.

(e) The specific area of any limited purpose agency must be specified in its charter. No limited purpose agency may service any area that overlaps with the service areas of a community action agency unless the limited purpose agency is operating a program that is clearly statewide in its scope.

(f) Each limited purpose agency shall adhere to the principles of consultation and planning as defined for community action agencies and defined under Section 11-96-3.

*(Acts 1982, No. 82-494, p. 818, §4.)*

#### **Section 11-96-5**

#### **Community action program defined; components of program; administration.**

(a) A community action program is a community-based and -operated program which:

(1) Includes or is designated to include a sufficient number of projects of components to provide, in sum, a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;

(2) Has been developed, and which organizes and combines its component projects and activities, in a manner appropriate to carry out all the purposes of Sections 11-96-2 and 11-96-4; and

(3) Conforms to any other supplementary criteria as may be prescribed by federal or state laws or regulations.

(b) The components of a community action program may include programs designated to assist participants, including the elderly poor, to:

- (1) Secure and retain meaningful employment;
  - (2) Attain an adequate education;
  - (3) Make better use of available income;
  - (4) Obtain and maintain adequate housing and a suitable living environment;
  - (5) Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, employment and energy related assistance;
  - (6) Remove obstacles and solve problems which block the achievement of self-sufficiency;
  - (7) Achieve greater participation in the affairs of the community; and,
  - (8) Make more frequent and effective use of other programs related to the purposes of Sections 11-96-2 and 11-96-4.
- (c) Components of a community action program may be administered by the community action agency when consistent with sound and efficient management and applicable law, or by other agencies. There may be projects eligible for assistance under Section 11-96-2, or projects assisted from other public or private sources; and they may be either specially designed to meet local needs or designed pursuant to the eligibility standards of a state or federal program providing assistance to a particular kind of activity which will help in meeting those needs.

*(Acts 1982, No. 82-494, p. 818, §5.)*

#### Section 11-96-6

#### **Continuation of certain community action agencies.**

Any community action agency, whether public or private which has been designated as such at the time of passage of this chapter and which has received funding as an "eligible entity" under Section 673(1) of the Community Services Block Grant Act shall maintain such designation and shall continue to receive any funds designated for community action programs as long as those agencies comply with the provisions of this chapter and all other applicable state or federal laws or regulations.

Provided, however, that this section shall not be construed to affect the eligibility of newly established community action agencies designated to serve areas not already served by a community action program to receive funding under the community action programs.

*(Acts 1982, No. 82-494, p. 818, §6.)*



**Appendix B**  
**Code of Alabama 1975**  
**Section 41-23-1 through 41-23-8**

- Article 1 General Consideration.
  - Section 41-23-1 Creation; composition; transfer of functions, etc., to department.
  - Section 41-23-2 Implementation of duties and functions by employees in classified service; salaries.
  - Section 41-23-3 Transfer of appropriations to department.
  - Section 41-23-4 Appointment of director; term of office; salary; qualifications; planning and programming by department.
  - Section 41-23-5 Establishment of divisions; appointment of division chiefs; oath of office; restrictions on employment; directors of merged agencies abolished; purpose of chapter.
  - Section 41-23-6 Promulgation of rules and regulations.
  - Section 41-23-7 Legislative oversight commission.
  - Section 41-23-8 Traffic Safety Trust Fund established.

#### **Section 41-23-1**

#### **Creation; composition; transfer of functions, etc., to department.**

There is hereby created and established the Department of Economic and Community Affairs within the Office of the Governor and directly under his supervision and control. The Department of Economic and Community Affairs shall consist of: the Governor, the Office of State Planning and Federal Programs, the Alabama Department of Energy, the Alabama Law Enforcement Planning Agency, the Office of Highway and Traffic Safety, the Office of Employment and Training, and the Office of Water Resources as presently created by and provided for in Sections 41-9-205 through 41-9-214, Sections 41-6A-1 through 41-6A-11, Sections 41-8A-1 through 41-8A-4, Sections 41-8A-8 through 41-8A-10, and Sections 41-8A-12 through 41-8A-13, 32-4-1 through 32-4-7, Executive Order No. 34, 1980, and Sections 9-10B-1 through 9-10B-30, respectively, and in accordance with the applicable federal laws. All respective functions, duties, responsibilities, obligations, property rights, appropriations, employees, property, and supplies as provided by said sections, and whether accruing or vesting, are hereby transferred to and vested in the Department of Economic and Community Affairs.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, §1; Acts 1993, No. 93-44, p. 78, §1.)*

#### **Section 41-23-2**

#### **Implementation of duties and functions by employees in classified service; salaries.**

Present employees in the classified service of the state Merit System within each agency transferred in Section 41-23-1 whose job classifications are not abolished hereinafter, shall continue with the Department of Economic and Community Affairs in such functions deemed necessary to carry out the duties and responsibilities of the Department of Economic and Community Affairs. Other employees necessary to implement the duties and functions of the Department of Economic and Community Affairs may be employed subject to the provisions of the state Merit System laws and shall be entitled to the same rights and benefits thereunder. Salaries set for such employees shall not exceed the salary set by law for executive department heads.

Nothing herein shall be construed to prevent or preclude the removal of an employee in a manner provided by this article, or for cause in a manner provided by law.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;2.)*

#### **Section 41-23-3**

#### **Transfer of appropriations to department.**

All appropriations heretofore or hereafter made to: The Office of State Planning and Federal Programs, the Alabama Department of Energy, the Alabama Law Enforcement Planning Agency, the State Manpower Planning Council (CETA), the Office of Highway and Traffic Safety, and the Office of Employment and Training are hereby consolidated and transferred to the Department of Economic and Community Affairs.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;3.)*

#### **Section 41-23-4**

#### **Appointment of director; term of office; salary; qualifications; planning and programming by department.**

(a) The Governor shall appoint a chief administrative officer to be designated as Director of the Department of Economic and Community Affairs. Such officer shall serve at the pleasure of the Governor at a salary to be set in the same manner and with the same limitations as otherwise provided by law for executive department heads. The director of the said department shall be a member of such boards, councils and commissions, as they relate to his authority under the provisions of this article, and as required and currently authorized under the various federal programs and as approved by the Governor.

(b) The Governor through the Department of Economic and Community Affairs shall encourage comprehensive and coordinated planning and programming of economic and community affairs.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;4.)*

#### **Section 41-23-5**

#### **Establishment of divisions; appointment of division chiefs; oath of office; restrictions on employment; directors of merged agencies abolished; purpose of chapter.**

(a) The Director of the Department of Economic and Community Affairs, with the approval of the Governor, may establish such division or divisions as may, in his discretion, be reasonably necessary for the administration and enforcement of any law, rule or regulation with which the department is charged or the performance of any of its functions or duties. Each division in the department shall be headed by and be under the direction, supervision and control of an officer who shall be designated as the chief of such division. All chiefs of divisions shall be appointed by the director of said department, with the approval of the Governor. Before entering upon the

discharge of their duties, such chiefs of divisions shall take the constitutional oath of office. Each of such officers shall devote his full time to his official duties and shall hold no other lucrative position while serving as such. The offices or positions of director of any of the merged departments or agencies are hereby abolished.

(b) It is one of the purposes of this article to coordinate, into one department, the functions of the Office of State Planning and Federal Programs, the Alabama Department of Energy, Alabama Law Enforcement Planning Agency, the Office of Highway and Traffic Safety, and the Office of Employment and Training or any successor thereto. There is hereby established the following divisions: The Office of State Planning and Federal Programs, the Alabama Department of Energy, Alabama Law Enforcement Planning Agency, the Office of Highway and Traffic Safety, and the Office of Employment and Training. The functions of each division shall be administered by a division chief who shall be full-time and salaried as now provided by law. Each division chief shall report to and be under the supervision of the Director of the Department of Economic and Community Affairs.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;5.)*

#### **Section 41-23-6**

#### **Promulgation of rules and regulations.**

The Director of the Department of Economic and Community Affairs may prescribe such reasonable rules and regulations for the conduct of its business and made in accordance with the Alabama Administrative Procedure Act.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;6.)*

#### **Section 41-23-7**

#### **Legislative oversight commission.**

(a) There is hereby created the Department of Economic and Community Affairs Legislative Oversight Commission to consist of the Chairman and Deputy Chairman of the Senate Committee on Finance and Taxation, three members of the Senate to be appointed by the Lieutenant Governor, the Chairman and Vice-chairman of the House Ways and Means Committee, and three members of the House of Representatives to be appointed by the Speaker of the House.

(b) The commission shall hold an organizational meeting within 30 days after this bill is enacted, and shall elect a chairman and vice-chairman from among its members. Thereafter, the commission shall meet at least two times annually, and additional meetings shall be held at the call of the chairman or upon the request of six or more members. Such meetings shall be held with the Director of the Department of Economic and Community Affairs in attendance.

(c) The commission shall adopt its own rules of procedure for the transaction of business, and a majority of the members present shall constitute a quorum for the purpose of transacting business or performing authorized duties.

(d) Each member of the commission shall be entitled to his or her regular legislative compensation and per diem and travel expenses for each day he or she attends a meeting or conducts business of the commission, and such compensation and expenses shall be paid from the funds appropriated for the use of the Legislature.

(e) The commission shall monitor and evaluate the management and operations of the Department of Economic and Community Affairs, shall recommend to the Legislature the enactment of such laws respecting the Department of Economic and Community Affairs as the commission shall deem desirable, and shall submit a written report on the operations, finances and grants made by the Department of Economic and Community Affairs during each regular session of the Alabama Legislature.

*(Acts 1983, 2nd Ex. Sess., No. 83-194, p. 363, &sect;7.)*

**Section 41-23-8**

**Traffic Safety Trust Fund established.**

The Traffic Safety Trust Fund is established as a separate fund in the State Treasury. Upon appropriation by the Legislature, the fund shall be used for traffic safety purposes and programmed along with federal funds that are received for the same purposes by the staff of the Traffic Safety Section of the Alabama Department of Economic and Community Affairs. Unexpended or unencumbered sums remaining in the fund at the end of the fiscal year shall remain in the fund and be brought forward to the next fiscal year.

*(Acts 1997, No. 97-494, p. 883, &sect;2.)*

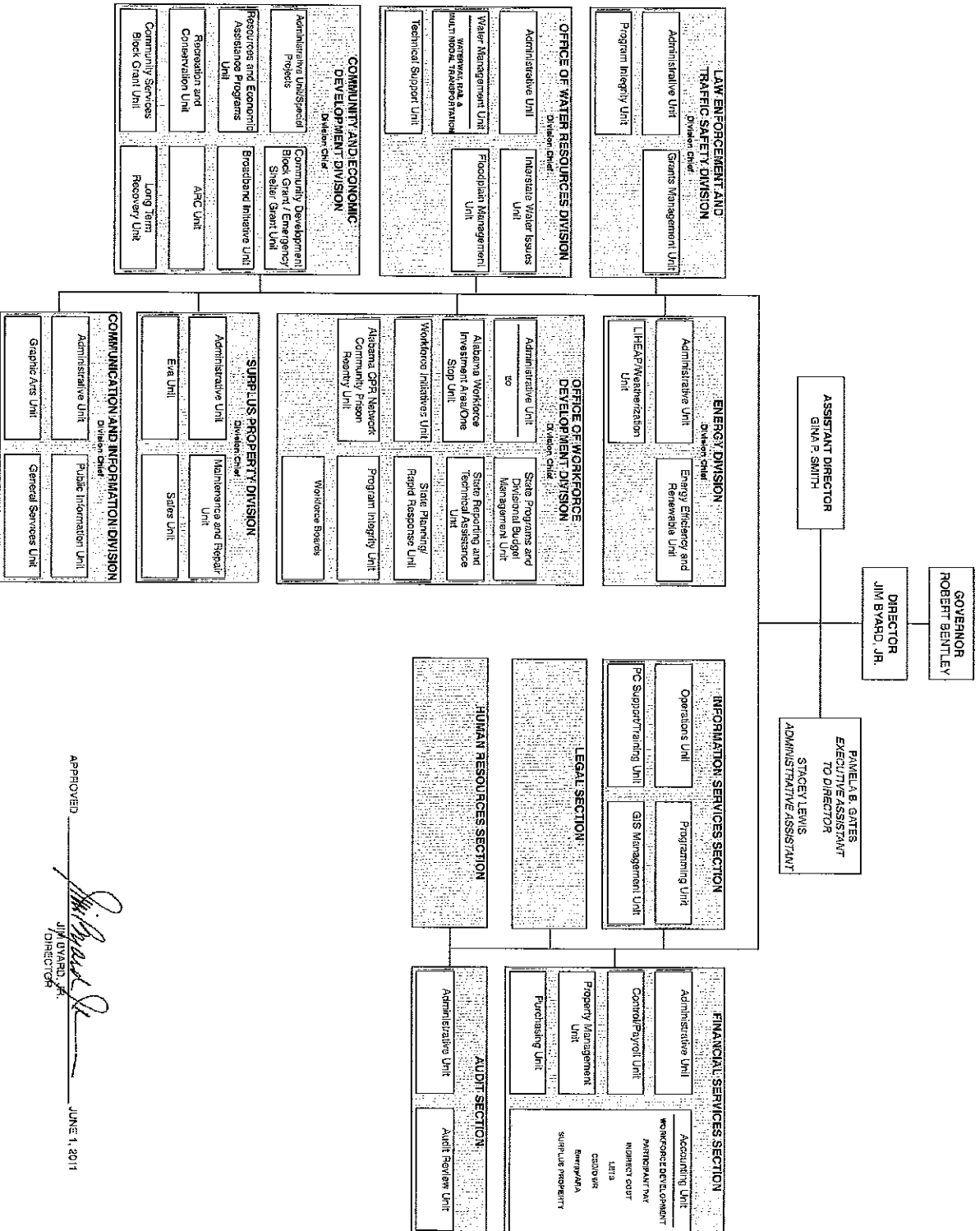
**Appendix C**

**Organizational Chart**

**Alabama Department of Economic and  
Community Affairs**

**Revised June 1, 2011**

# ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS



APPROVED \_\_\_\_\_ JUNE 1, 2011  
 JIM BYRND, JR.  
 DIRECTOR

**Appendix D**  
**Public Hearing**  
**August 9, 2010**



--- choose to know ---



TO: ADECA  
Att: Alice Wideman  
401 S. Adams Avenue  
Montgomery, AL 36104

Daily-Montgomery, Montgomery County, AL

## PROOF OF PUBLICATION

State of Alabama  
County of Montgomery

Before the undersigned authority personally appeared Linda Scott, who on oath, says that she is a personal representative of the Montgomery Advertiser, a daily newspaper published in Montgomery, Alabama; that the attached copy of advertisement, being a Legal in the matter of:

**Ad Number: 892847**

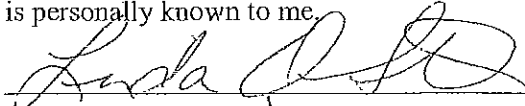
Was published in said newspaper in the issue(s) of:

June 31, 2010  
August 1, 2010

Affiant further says that the said Montgomery Advertiser is a newspaper published in said Montgomery County, Alabama, and that the said newspaper has heretofore been published in said Montgomery County, Alabama, and has been entered as second class matter at the Post Office in said Montgomery County, Alabama, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

\$328.60

Sworn to and subscribed before me this 16<sup>th</sup> Day of Aug., 2010, by Linda Scott who is personally known to me.

 Affiant

 Notary Public

My Commission Expires August 14, 2013

### PUBLIC NOTICE

ALABAMA DEPARTMENT  
OF ECONOMIC AND  
COMMUNITY AFFAIRS  
DIRECTOR'S OFFICE  
COMMUNITY SERVICES  
SECTION

### PUBLIC HEARING

COMMUNITY SERVICES  
BLOCK GRANT  
PROGRAM

In accordance with the Community Services Block Grant (42 U.S.C. 9901 et. seq.) as amended, Section 676 (a)(2)(B), the Alabama Department of Economic and Community Affairs will sponsor a public hearing to explain eligibility rules, to increase public awareness, and to secure input to the State's administration.

bled accessibility needs may contact Crystal G. Davis or Bessie Sharp at 334/242-5400 in advance of the hearing date so that reasonable and necessary attempts can be made for accommodations.

Parking will be available in the Alabama Center for Commerce parking deck. It should be accessed from the Hull Street side by using the code 167\*.

For additional information, please call Crystal G. Davis at the above number or at the Alabama Department of Economic and Community Affairs, Community Services Section.

# LEGAL AFFIDAVIT

Ad Number: 1029708  
 Ad Number: 0001659453  
 Period Ending: 8/1/2010 12:00:01AM

Name: ADECA  
 Sales Rep: inactive accounts  
 251-219-5504

Billing Inquiries Please Call: (251) 219-5424

ADECA  
 401 Adams Ave  
 MONTGOMERY, AL 36104

Date	Position	Description	P.O. Number	Ad Size	Total Cost
08/01/2010	Other legals	PUBLIC NOTICE ALABAMA DEPARTMENT OF ECO	021	251 WDS	173.24

Mecia Carlson being sworn, says that she is bookkeeper of Press-Register which publishes a daily newspaper in the City and County of Mobile, State of Alabama: Attached notice appeared in the issue of

Press-Register 07/31, 08/01/2010

PUBLIC NOTICE  
 ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
 DIRECTOR'S OFFICE  
 COMMUNITY SERVICES SECTION

PUBLIC HEARING  
 COMMUNITY SERVICES BLOCK GRANT PROGRAM

In accordance with the Community Services Block Grant (42 U.S.C. 9901 et. seq.) as amended, Section 676 (g)(2)(B), the Alabama Department of Economic and Community Affairs will sponsor a public hearing to explain eligibility rules to increase public awareness, and to secure input to the State's administration of the Community Services Block Grant Program funds. All concerned individuals are invited to attend and present any comments or questions regarding the proposed use and distribution of the funds for the period covered by the Community Services Block Grant State Plan.

The Community Services Block Grant Program public hearing is scheduled to be held at the location indicated below:

Alabama Center for Commerce Building  
 401 Adams Avenue  
 Room 342  
 Montgomery, Alabama  
 Monday, August 9, 2010  
 10:00 am

Anyone planning to attend the public hearing who has special or disabled accessibility needs may contact Crystal G. Davis or Bessie Sharp at 334/242-5400 in advance of the hearing date so that reasonable and necessary attempts can be made for accommodations.

Parking will be available in the Alabama Center for Commerce parking deck. It should be accessed from the Hull Street side by using the code 167\*.

For additional information, please call Crystal G. Davis at the above number or at the Alabama Department of Economic and Community Affairs Community Services Section, Post Office Box 5690, Montgomery, Alabama 36103-5690.

PRESS REGISTER  
 JULY 31, AUG. 1, 2010

*Mecia Carlson*  
 Sworn to and subscribed before me this 2nd day of August 2010

*Brandi W. Cook*  
 NOTARY PUBLIC

FOR QUESTIONS CONCERNING THIS AFFIDAVIT, PLEASE CALL MECIA CARLSON AT (251) 219-5418. YOU CAN PLACE A LEGAL NOTICE BY EMAIL OR FAX: LEGALS@PRESS-REGISTER.COM OR FAX# (251) 219-5037



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PUBLISHERS OF  
THE BIRMINGHAM NEWS

PASTE CLIPPING HERE

PUBLIC NOTICE  
ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS  
DIRECTOR'S OFFICE  
COMMUNITY SERVICES SECTION  
PUBLIC HEARING  
COMMUNITY SERVICES BLOCK GRANT  
PROGRAM

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Bham News: August 4, 5, 2010

On this 5<sup>th</sup> day of August

A.D. Two Thousand, and Ten, Vickie Webb

declares that she is an Accounting Clerk of "The

Birmingham News" published in the City of

Birmingham, in the County of Jefferson, in the State

of Alabama; and that the advertisement, a true copy of

which is herewith attached, appeared in "The

Birmingham News" on the following dates:

August 5, 2010

August 4, 2010

Vickie Webb

Signed: Vickie Webb

State of Alabama  
County of Jefferson

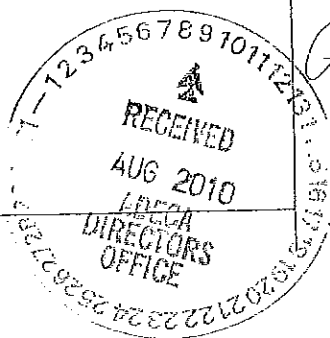
On 8-5-, 2010, Vickie Webb-

personally appeared before me, who is personally known

to me to be the signer of the above document, and she

acknowledged that she signed it.

Latoria Yvett Billingsley  
Latoria Yvett Billingsley, Notary Public  
NOT COMMISSION EXPIRES AUGUST 8, 2012



BOB RILEY  
GOVERNOR



State of Alabama

DONI M. INGRAM  
DIRECTOR

July 29, 2010

MEMORANDUM

TO: Executive Directors  
Community Action Agencies

FROM: Willie Whitehead, Chief *WW*  
Community Services Section

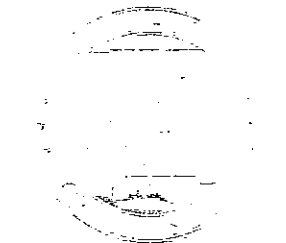
RE: Community Services Block Grant Program  
Public Hearing

In accordance with the Community Services Block Grant Act (42 U.S.C. 9901 et. seq.) as amended, Section 676 (a)(2)(B), the Alabama Department of Economic and Community Affairs will sponsor a public hearing on the proposed use and distribution of funds to be provided through the State's Community Services Block Grant Program. Please post the enclosed notice of the hearing in plain view at your main office as well as all of your service centers. In addition, you are encouraged to post the notice at any other location in which the public has access.

Should you have any questions regarding the information contained herein, please contact Crystal G. Davis at 334/353-5463, [crystal.davis@adeca.alabama.gov](mailto:crystal.davis@adeca.alabama.gov) or at the Alabama Department of Economic and Community Affairs, Community Services Section, Post Office Box 5690, Montgomery, Alabama 36103-5690.

WW:CGD

BOB RILEY  
GOVERNOR



State of Alabama

DONI M. INGRAM  
DIRECTOR

July 29, 2010

MEMORANDUM

TO: Interested Parties  
Community Action Agencies

FROM: Willie Whitehead, Chief *WW*  
Community Services Section

RE: Community Services Block Grant Program  
Public Hearing

In accordance with the Community Services Block Grant Act (42 U.S.C. 9901 et. seq.) as amended, Section 676 (a)(2)(B), the Alabama Department of Economic and Community Affairs will sponsor a public hearing to explain eligibility rules, increase public awareness, and secure input to the State's administration of the Community Services Block Grant Program funds. All concerned individuals are invited to attend and present any comments or questions regarding the proposed use and distribution of the funds for the period covered by the Community Services Block Grant State Plan.

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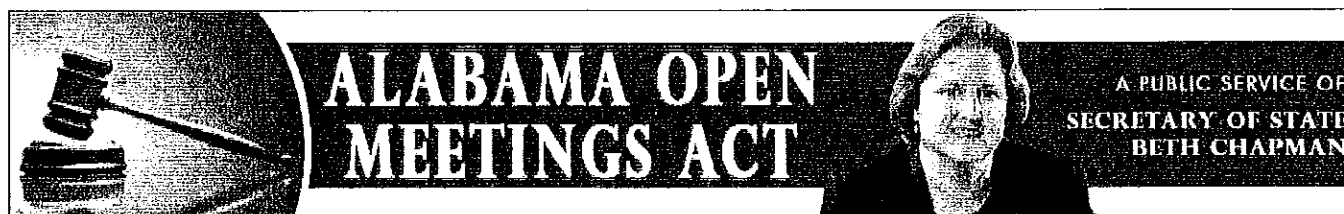
Alabama Center for Commerce Building  
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Monday, August 9, 2010  
10:00 am

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For additional information, please call Crystal G. Davis at the above number or at the Alabama Department of Economic and Community Affairs, Community Services Section, Post Office Box 5690, Montgomery, Alabama 36103-5690.

WW:CGD


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 Search by Governmental Agency
 

 Search by Meeting City
 

Show Meetings Between These Times:

<u>From</u>			<u>To</u>		
AUG	9	2010	AUG	9	2010
12	: 00	AM	11	: 59	PM

Meeting Date and Time	Meeting Type	Agency Name	Submission Date and Time
8/9/2010 8:00:00 AM	regular	<a href="#">Alabama Board of Pardons and Paroles</a>	5/5/2010 11:42:33 AM
8/9/2010 10:00:00 AM	regular	<a href="#">Alabama Department of Economic and Community Affairs - Community Services Division</a>	7/30/2010 2:10:39 PM

1

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**Posted-By:** Alabama Department of Economic and Community Affairs - Community Services Division

**Meeting-Date:** 8/9/2010

**Meeting-Time:** 10:00 AM

**Meeting-Location:**  
401 Adams Avenue  
Room 342  
Montgomery, AL 36104

**Phone-Number:** 334-242-5400

**Meeting-Type:** regular

**Submission-datetime:** 7/30/2010 2:10:39 PM

**Notice History:**

Submitted on 7/30/2010 2:10:39 PM

**Notice:**

PUBLIC NOTICE

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
DIRECTOR'S OFFICE  
COMMUNITY SERVICES SECTION

PUBLIC HEARING

COMMUNITY SERVICES BLOCK GRANT PROGRAM

In accordance with the Community Services Block Grant (42 U.S.C. 9901 et. seq.) as amended, Section 676 (a)(2)(B), the Alabama Department of Economic and Community Affairs will sponsor a public hearing to explain eligibility rules, to increase public awareness, and to secure input to the State's administration of the Community Services Block Grant Program funds. All concerned individuals are invited to attend and present any comments or questions regarding the proposed use and distribution of the funds for the period covered by the Community Services Block Grant State Plan.

The Community Services Block Grant Program public hearing is scheduled to be held at the location indicated below:

[Statements/Policies](#) | [info.alabama.gov](#) | [alabama.gov](#) | [Contact Us](#)

PUBLIC NOTICE

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The Community Services Block Grant Program public hearing is scheduled to be held at the location indicated below:

Alabama Center for Commerce Building  
401 Adams Avenue  
Room 342  
Montgomery, Alabama  
Monday, August 9, 2010  
10:00 am

Anyone planning to attend the public hearing who has special or disabled accessibility needs may contact Crystal G. Davis or Bessie Sharp at 334/242-5400 in advance of the hearing date so that reasonable and necessary attempts can be made for accommodations.

Parking will be available in the Alabama Center for Commerce parking deck. It should be accessed from the Hull Street side by using the code 167\*.

For additional information, please call Crystal G. Davis at the above number or at the Alabama Department of Economic and Community Affairs, Community Services Section, Post Office Box 5690, Montgomery, Alabama 36103-5690.



Job readiness and skills counseling

Limited skill development computers, day care and others (not all agencies)

Job placement and development with local employers

Employability skills orientation and classes

Limited on-the-job training (not all agencies)

Programs for youth and family development

Day Care and Head start services (not all agencies)

After school and summer programs for youth

Transportation (not all agencies)

Emergency and special needs

Client/customer case management, follow-up/tracking and results management

**SOURCE OF FUNDS:**

Department of Health and Human Services

Office of Community Services

**FUNDS RECEIVED:**

Approximately \$11 million annually


**DISTRIBUTION OF FUNDS:**


Ninety-five percent (95%) of the block grant is distributed to twenty-two (22) Community Action Agencies Statewide

**NATIONAL WEB SITES:**

<http://www.acf.dhhs.gov/programs/acs/csbq/index.htm>

<http://www.acf.dhhs.gov>


 **CSBG Quarterly-Revised ROMA Indicator Report 2010**

 **Sub-grantee refunding certification**


**Results Oriented Management Accountability (ROMA)**


 **ROMA**

 **FY 2009 National Performance Indicator Guide**


 **CSBG Revised Quarterly ROMA Indicator Report 2010**

**Community Action Agencies in Alabama**

 **Community Action Agency Directory**


 **Public Hearing**

**General**

 **Budget form 419A-B for workplan**

**Workshops**

 **Community Action Association of Alabama - May Celebration Meeting**

 **CAAA May Celebration Meeting Agenda**

**Contact Information****Our Mailing Address:**





Alabama Department of Economic and Community Affairs  
ATTN: Community Services Unit  
P.O. Box 5690  
Montgomery, AL 36103-5690

**Our Location:**

Alabama Department of Economic and Community Affairs  
401 Adams Avenue  
Montgomery, AL 36103-5690

**Telephone Numbers:**

Phone: (334)242-5400  
Fax: (334)353-4311

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Sign-In Sheet

COMMUNITY SERVICE BLOCK GRANT PUBLIC HEARING

Monday, August 9, 2010  
10:00 a.m.

NAME

AGENCY

1. Cindy E. Hunter	OCAP
2. Aisha Hesse	ADECA
3. Klavis Felder	ADECA
4. Bessie Sharp	ADECA
5. Jackie Standeif	CSP of W. AL
6. Rhoda Jolley	ADECA
7. Willie Whitfield	ADECA
8. Paule Murphy	ADECA
9. Kim L.	CSP of WAL
10. Cynthia W. Burton	CSP of West AL
11. Angela Martin	CANN
12. Wendy Hester	ADECA
13. Crystal Davis	ADECA
14. Lori M. Ligon	ADECA
15.	
16.	
17.	
18.	

**Appendix E**  
**Legislative Hearing**  
**ADECA Legislative Oversight Committee**  
**August 20, 2008**

**Alabama Open Meetings Act**

Alabama Secretary of State's Office

**Posted-By:** Alabama Department of Economic and  
Community Affairs (ADECA), Legislative  
Oversight Committee

**Meeting-Date:** 8/20/2008

**Notice History:**

Submitted on 8/18/2008 4:10:59 PM

**Meeting-Time:** 2:00 PM

**Meeting-Location:** Alabama State House, 11 South Union Street  
Room 727  
Montgomery  
AL, 36130

**Phone-Number:** 334-242-7865

**Meeting-Type:** emergency

**Submission-datetime:** 8/18/2008 4:10:59 PM

**Notice:**

Organizational meeting to replace Committee Chair and Vice Chair; also meeting with ADECA  
representatives

Alabama Secretary of State's Office - Copyright © 2005

**Flennory, Lee**

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**From:** Flennory, Lee

**Sent:** Tuesday, August 19, 2008 4:15 PM

**To:** 'ACHR'; 'CAA Northeast Alabama'; 'CAA Northeast Alabama'; 'CAA Northwest Alabama'; 'CAA of Alabama Director'; 'CAA West Alabama'; 'CAA-Baldwin'; 'CAP North Alabama'; 'CAPHuntsville'; 'Chambers-Tallapoosa'; 'Dallas-Selma'; 'Eleventh Area'; 'Elmore-Autauga'; 'Etowah'; 'Human Resource Development'; 'JCCEO'; 'JCCEO'; 'MACON-RUSSELL'; 'MARION-WINSTON'; 'Mobile'; 'Mongtomery'; 'OCAP'; 'Pickens'; 'Pickens'; 'Talladega'; 'Talladega'; 'Walker'

**Subject:** CSBG - ADECA Legislative Committee Hearing

8/21/2008

OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



**STATE OF ALABAMA**


ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**Bill JOHNSON**  
DIRECTOR

August 19, 2008

**M E M O R A N D U M**

TO: CAA Executive Directors

FROM: Lee Flenory, CSBG Program Unit Supervisor 

RE: Scheduled Legislative Oversight Committee Hearing for CSBG

Dear Executive Directors:

This is to inform you that the ADECA Legislative Oversight Committee scheduled hearing for the CSBG State two (2) year Plan for FY 2009 and FY 2010 will be held on Wednesday, August 20, 2008 at 2:00PM at the State House. The address for the State House is: 600 Dexter Avenue, State Capitol, Montgomery, AL 36130-2751.

Should you have questions regarding this matter, please contact Lee Flenory at (334) 353-1700.

LAF:sj

ADECA OVERSIGHT COMMITTEE MEETING MINUTES  
AUGUST 20, 2008  
ALABAMA STATE HOUSE  
2:00 P.M.

Members Present

Senator Ted Little, Chairman

Senator Bobby Singleton

Representative Alan Boothe

The meeting was opened by Chairman Senator T.D. "Ted" Little. The Alabama Department of Economic and Community Affairs (ADECA) Legislative Oversight Committee meeting was opened by Chairman Senator Ted Little.

Mr. Little asked Ms. Doni Ingram, Assistant Director of ADECA to present the report for the Community Services Block Grant Program's FY2009-2010 Work Plan. Ms. Ingram stated that wanted to thank the committee for allowing us to have the hearing. Ms. Ingram stated that the report being submitted was a draft of a two year Plan and could be modified. There are parts in the Plan that will require Legislative action so we may need to modify the two year Plan in 2009. Because there were many new members on the Legislative Board, Ms. Ingram had put together a small book with the outline of the Plan of the program; what ADECA's role in the Plan is, what the duties are, administration, monitoring, how the boards are set up for the twenty-two agencies in the State of Alabama and the status of each. Of the twenty two agencies, when ADECA monitors for the compliance with Federal and State regulations, if there are findings, we send the agency a letter of the findings. The agency is given a certain amount of time to correct the finding, depending on the complexity of the finding, and can clear it up. If the agency does not correct the findings, we have what is called "High Risk" status. That means they must use their money and they get paid in arrears. They do not lose any of their Federal or State funding at that point. Only if they get paid in arrears are they placed on "High Risk" category.

We have the twenty two agencies and there are four agencies on "High Risk" status. One is on "High Risk" for financial reasons. The last three are on "High Risk" for organization; the By-Laws, the Board makeup and/or personnel policy procedures may not be in compliance. We wanted the Legislative members to be aware of this because they may get calls from those in this category and would be knowledgeable on the subject.

Ms. Ingram was asked to relate what ADECA is doing to work with the agencies that are "High Risk" and what the agencies were doing to be removed from this category. Would the agencies be able to meet compliance and come off the status of "High Risk".

## ADECA OVERSIGHT COMMITTEE MEETING MINUTES

Page 2

Ms. Ingram stated that we offer technical assistance where we go out and find out what the problem is. If it is financial we send our auditor out; if it is compliance we send the compliance office out and they help to get into compliance. The first one is Dallas-Selma that just happened last week and we will be working with them. The issue is improper documentation and funds extended for procurement. We will be working with them to get the documentation in writing. The last three, Pickens, Walker, and Community Services of West Alabama, are all by-laws and board structure. We have done technical assistance with all of them. Pickens County, along with ADECA's assistance, is being helped by a north Alabama agency to get back in compliance. They simply have to rewrite their By-Laws and Procedures. Pickens County has problems with personnel policies. We have had two different accounting firms working with them. These are not major issues, they are just issues that have to be worked on.

We have had a national line conference call and the issue for the coming year was going to be organizational structure. Not just Alabama but across the nation. By-Laws had gotten out of structure in several instances over the nation and they were to be sent out in Federal Regulations. Federal Regulations spell out how those Boards must be set up and requirements for members of the Board.

Senator Singleton: Are you showing and telling the agencies what they must do? Do they take your technical assistance?

Ms. Ingram stated that some agencies do and some do not. They may argue the point because they don't think what we are telling them is correct. When we assist them, we tell them that is what the Federal Regulations spell out and how they should be followed. West Alabama has recently had a decision and the decision is now with the Judge and not with us.

Senator Singleton: I understand that the question with West Alabama is who they want to be on their Board versus who ADECA states, according to Federal Regulations, should be on the Board.

Ms. Ingram answered that is why we offer the hearings and ADECA will abide with whatever the hearing officer comes back with.

Much of what you see in this Plan is basic and is submitted year to year due to regulations. You need to really take time and look over the Plan. Please turn to page 12 of the Plan. These are objectives that ADECA is striving to follow in 2009-2010. As you walk through these the date 2009-2010 are protected dates.



## ADECA OVERSIGHT COMMITTEE MEETING MINUTES

Page 3

Ms. Ingram went over the objectives and stated that ADECA would follow these objectives and will mandate an electronic reporting to the State of all eligible entities on software that is compatible with the State system. Alabama is behind in technology when working with Community Action programs. We are looking to lease a server and to put in, for the twenty two agencies, programs so that clients can come in for service. We are trying to get clients into self-sufficiency. Our hope and goal is from the Federal level all the way down from the Community Action Programs in Alabama, our Career One-Stop Centers, our Family Service Centers are being put in through the Governor's program. Our hope is to have a case management intake that a client. The client would go to them for intake and not have to go to three or four different offices. It is a means of getting Alabama into the twenty first century. It will allow ADECA to be able to see any one of the agencies intake information at any time. It can be done daily or monthly and will not require travel or monitoring. We are trying to eliminate traveling and at the same time give us information in a quicker fashion than monitoring and that is what we are talking about with electronic monitoring.

ADECA will use a reporting system called ROMA by in cooperating with the information survey reports, etc. The State of Alabama does not have a trained ROMA person on staff and we are just enrolling someone into ROMA training so we will have a person on staff at ADECA. We want to develop a Case Management System to go with the electronic operations so that the eligible entity staff will be able to deliver services utilizing basic principals and management so as to have a more cohesive person to help client and assist with efficiency. ADECA has an IT staff that is very knowledgeable in case management to we will offer technical assistance with this as well. We are in the process of training the Boards of the agencies in ROMA reporting, not the staff. The Executive Directors of the Boards are the ones who are responsible for reporting to ADECA so we are trying to train those boards so they will know what their job is. We have already held training sessions on several but we still have more training of the remaining Boards. She read other objectives which will be beneficial to target agencies in the community action agencies and how we would link these objectives and outcomes to the agencies.

Senator Ted Little thanked Ms. Ingram for her presentation and look forward to receiving the final form.

Ms. Ingram stated that the Plan would be placed on ADECA's website as soon as possible; gave them the website address and how to reach the information.

After having no other questions or comments, Senator Little adjourned the hearing.

**Economic and Community Affairs  
Legislative Oversight Commission  
2006- 2007**

<b>List of Positions</b>	
<b>Position</b>	<b>Incumbent</b>
Chairperson	Rep. Alan Boothe
Senator	Sen. Phil Poole
Government Finance and Appropriations Chair	Rep. John Knight
Representative	Rep. Tammy Irons
Representative	Rep. Jack Williams
Chairman of Senate Finance & Taxation General Fund	Sen. Roger Bedford
Senator	Sen. Ted Little
Finance and Taxation Education Chairperson	Rep. Jack Page
Senator	Sen. Bobby Denton
Government Finance and Appropriations Vice Chair	Sen. Bobby Singleton

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
LEGISLATIVE OVERSIGHT COMMITTEE  
CSBG TWO YEAR STATE PLAN FY 2009-2010  
PUBLIC HEARING  
AUGUST 20, 2008

NAME	ORGANIZATION
Lynne E. Parker	A.D.E.C.A.
Anna S. Bruce	MCA - Mobile Community Action
Michael Tubbs	Community Action Partnership of N. AL
Linda Marshall	MCA - Mobile Comm Action
Lou Fleming	ADECA
Wendy S. Hester	ADECA
Cynthia Davis	ADECA
Mark	Community Action Partnership of North Alabama
Alvin	CAA BERKEE
Shirley M. Murrell	CAA
Jimmy Wright	
Diana Jones	ADECA
David Bokware	Chambers-Tallapoosa-Coss
Shea Jackson	ADECA
Paula L. Murphy	ADECA
Gayle Cunningham	JCCED

**Appendix F**  
**Alabama Community Action**  
**Agency Directory**

1. **Alabama Council on Human Relations, Inc. (Lee)**  
319 West Glenn Avenue  
Post Office Box 409  
Auburn, AL 36831-0409  
Executive Director: Ms. Nancy Spears  
Telephone: (334) 821-8336 Fax: (334) 826-6397  
E-mail: [alma.gholston@achr.com](mailto:alma.gholston@achr.com)
2. **Community Action Agency of South Alabama, Inc.**  
**(Baldwin, Escambia, Clarke, Monroe, Conecuh, Marengo, Wilcox)**  
26440 Pollard Road  
Post Office Box 250  
Daphne, AL 36526-0250  
Executive Director: Ms. Cassandra Boykin  
Telephone: (251) 626-2646 Fax: (251) 626-2613  
E-mail: [Cassandra.boykin@caaofbecmcc.org](mailto:Cassandra.boykin@caaofbecmcc.org)
3. **Community Action Committee, Inc. Chambers-Tallapoosa-Coosa**  
**(Chambers, Tallapoosa, Coosa)**  
170 South Broadnax Street  
Dadeville, AL 36853  
Executive Director: Mr. David Boleware  
Telephone: (256) 825-4287 Fax: (256) 825-4280  
E-mail: [davidboleware@bellsouth.net](mailto:davidboleware@bellsouth.net)
4. **Eleventh Area of Alabama Opportunity Action Committee, Inc.**  
**(Chilton & Shelby)**  
5 Village Square, Highway 31  
Post Office Drawer 559  
Clanton, AL 35046-0559  
Executive Director: Ms. Olivia W. Washington  
Telephone: (205) 755-1204 Fax: (205) 755-9017  
E-mail: [oacinc5@yahoo.com](mailto:oacinc5@yahoo.com)
5. **Community Action Agency of Central Alabama**  
**(Autauga, Elmore, Dallas, Perry)**  
504 Autauga Street  
P.O. Box 967  
Wetumpka, AL 36092-0967  
Executive Director: Ms. Marion Dunlap  
Telephone: (334) 567-4361 Fax: (334) 567-0755  
E-mail: [mdunlap@eacac.com](mailto:mdunlap@eacac.com)
6. **Community Action of Etowah County, Inc.**  
**(Etowah)**  
624 Broad Street  
P.O. Box 1888  
Gadsden, AL 35902-1888  
Executive Director: Mr. Gary Lewis  
Telephone: (256) 546-9271 Fax: (256) 546-1272  
E-mail: [eccsp-director@comcast.net](mailto:eccsp-director@comcast.net)

7. **Human Resource Development Corporation  
(Barbour, Coffee, Geneva, Henry, Houston)**  
100 George Wallace Drive  
P.O. Box 31-1407  
Enterprise, AL 36331-1407  
Executive Director: Ms. Peggy Stokes  
Telephone: (334) 347-0881 Fax: (334) 393-0048  
E-mail: [pstokes@caahrdc.com](mailto:pstokes@caahrdc.com)
8. **Community Action Partnership of Huntsville/ Madison & Limestone Counties,  
Inc. (Madison, Limestone)**  
3516 Stringfield Road  
P.O. Box 3975  
Huntsville, AL 35810  
Executive Director: Dr. LeRoy Gradford, Jr. Ed.D  
Telephone: (256) 851-9800 Fax: (256) 851-9803  
E-mail: [lgradford@caa-htsval.org](mailto:lgradford@caa-htsval.org)
9. **Jefferson County Committee for Economic Opportunity (Jefferson)**  
300 Eighth Avenue, West  
Birmingham, AL 35204-3039  
Executive Director: Ms. Gayle Cunningham  
Telephone: (205) 327-7500 Fax: (205) 327-7549  
E-mail: [gcunningham@jcceo.org](mailto:gcunningham@jcceo.org)
10. **Macon-Russell Community Action Agency, Inc. (Macon, Russell)**  
102 Lakeview Road  
Tuskegee, AL 36083  
Executive Director: Mr. James Upshaw, Jr.  
Telephone: (334) 727-6100 Fax: (334) 727-6105  
E-mail: [mrcaa@bellsouth.net](mailto:mrcaa@bellsouth.net)
11. **Marion-Winston Counties Community Action Committee, Inc.  
(Marion, Winston)**  
372 7<sup>th</sup> Avenue, SW  
Post Office Box 1716  
Hamilton, AL 35570-1716  
Executive Director: Mr. Jeff Fleming  
Telephone: (205) 921-4224 Fax: (205) 921-3415  
E-mail: [mwcaa@sonet.net](mailto:mwcaa@sonet.net)
12. **Mobile Community Action, Inc. (Mobile, Washington)**  
204 East Main Street  
Prichard, AL 36610  
Executive Director: Mr. Jimmy Knight  
Telephone: (251) 457-5700 Fax: (251) 457-5721  
E-mail: [css@mcamobile.org](mailto:css@mcamobile.org)

13. **Montgomery Community Action Agency (Montgomery)**  
1066 Adams Avenue  
Montgomery, AL 36104  
Executive Director: Mr. Tom Gardner  
Telephone: (334) 263-3474 Fax: (334) 262-8557  
E-mail: [aweary@montgomerycommaction.com](mailto:aweary@montgomerycommaction.com)
14. **Community Action Partnership of North Alabama, Inc. (Cullman, Lawrence, Morgan)**  
1909 Central Parkway, SW  
Decatur, AL 35601  
Executive Director: Mr. Michael Tubbs  
Telephone: (256) 355-7843 Fax: (256) 355-7953  
E-mail: [mtubbs@capna.org](mailto:mtubbs@capna.org)
15. **Community Action Agency of Northeast Alabama, Inc. (Blount, Cherokee, DeKalb, Jackson, Marshall, St. Clair)**  
1481 McCurdy Avenue, South  
P.O. Box 1487  
Rainsville, AL 35986-1487  
Executive Director: Mr. Kevin Abbott  
Telephone: (256) 638-4430 Fax: (256) 638-4163  
E-mail: [kevinab@farmerstel.com](mailto:kevinab@farmerstel.com)
16. **Community Action Agency of Northwest Alabama, Inc. (Colbert, Franklin, Lauderdale)**  
745 Thompson Street  
Florence, AL 35630-3867  
Executive Director: Ms. Tammy McDaniel  
Telephone: (256) 766-4330 Fax: (256) 766-4367  
E-mail: [tmcdaniel@caanw.org](mailto:tmcdaniel@caanw.org)
17. **Organized Community Action Program, Inc. (Bullock, Butler, Covington, Crenshaw, Dale, Pike, Lowndes)**  
507 North Three Notch Street  
P.O. Box 908  
Troy, AL 36081-0908  
Executive Director: Ms. Wanda Moultry  
Telephone: (334) 566-1712 Fax: (334) 566-7417  
E-mail: [wanda@troycable.net](mailto:wanda@troycable.net)
18. **Pickens Community Action Committee and Community Development Corporation, Inc. (Pickens)**  
71 Lakeside Street  
P.O. Box 348  
Carrollton, AL 35447-0348  
Executive Director: Ms. Cynthia Simpson  
Telephone: (205) 367-8166 Fax: (205) 367-8167  
E-mail: [csimpson@nctv.com](mailto:csimpson@nctv.com)

19. **Community Action Agency of Talladega, Clay, Randolph, Calhoun and Cleburne Counties, Inc. (Talladega, Clay, Randolph, Calhoun, & Cleburne)**  
136 North Court Street  
P.O. Box 278  
Talladega, AL 35160-0278  
Executive Director: Mr. Jesse Cleveland  
Telephone: (256) 362-6611 Fax: (256) 362-9389  
E-mail: [jesse@caatcrcc.org](mailto:jesse@caatcrcc.org)
20. **Walker County Community Action Agency, Inc. (Walker)**  
644 19<sup>th</sup> Street, West  
P.O. Box 421  
Jasper, AL 35501-0421  
Executive Director: Ms. Deidre Tatum  
Telephone: (205) 221-4010 Fax: (205) 387-8125  
E-mail: [dtatwccaa@bellsouth.net](mailto:dtatwccaa@bellsouth.net)
21. **Community Service Programs of West Alabama, Inc. (Bibb, Fayette, Greene, Hale, Lamar, Choctaw, Sumter, Tuscaloosa)**  
601 Black Bears Way  
Tuscaloosa, AL 35401  
Executive Director: Ms. Cynthia W. Burton  
Telephone: (205) 758-4756 Fax: (205) 758-7229  
E-mail: [cburton@cspwal.com](mailto:cburton@cspwal.com)

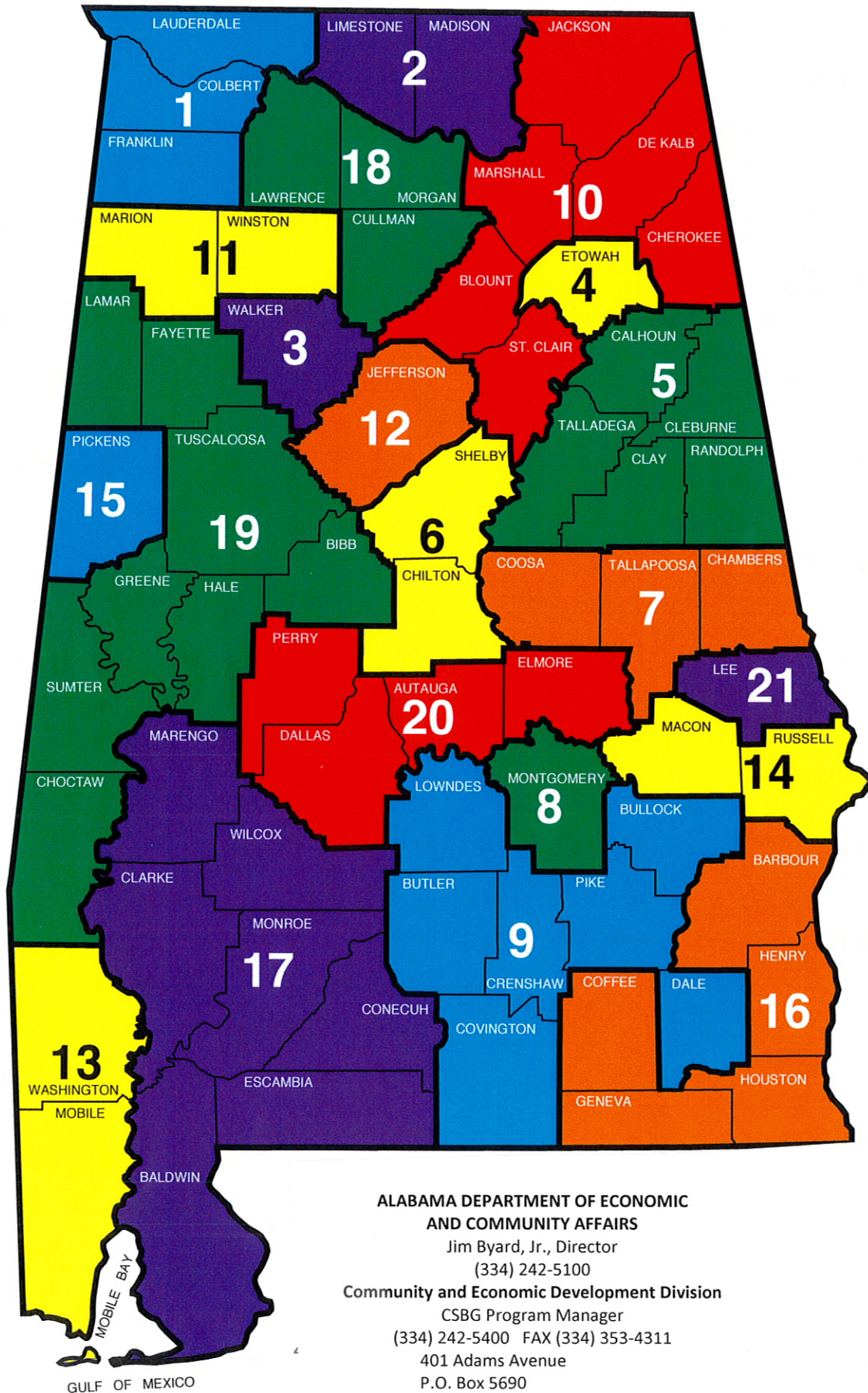
**Community Action Association of Alabama**

1731 1<sup>st</sup> Avenue, North  
Suite 120-A  
Birmingham, AL 35203  
Executive Director: Mr. Ron Gilbert  
Telephone: (205) 320-5271 Fax (205) 320-5273  
E-mail: [rgilbert@caaalabama.org](mailto:rgilbert@caaalabama.org)



**Appendix G**  
**Alabama Community Action Agency**  
**Geographic Areas Served**

# ALABAMA COMMUNITY ACTION PROGRAMS



## ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

Jim Byard, Jr., Director  
(334) 242-5100

### Community and Economic Development Division

CSBG Program Manager  
(334) 242-5400 FAX (334) 353-4311

401 Adams Avenue  
P.O. Box 5690  
Montgomery, Alabama 35103-5690

May 2011

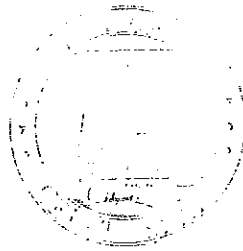
**Appendix H**  
**Community Action Agency**  
**Proposed Funding Levels**  
**FY2011 and FY2012**

# Proposed Funding for FY 11

SUBGRANTEE NAMES	GRANT AMOUNT
Alabama Council on Human Relations, Inc.	407,211
Community Action Agency of Baldwin, Escambia, Clarke, Monroe, & Conecuh Counties, Inc.	803,515
Chambers-Tallapoosa-Coosa Community Action Committee, Inc.	246,582
Eleventh Area of Alabama Opportunity Action Committee, Inc.	254,669
Elmore-Autauga Community Action Committee	492,894
Etowaw County Community Services Program, Inc.	269,088
Human Resource Development Corporation	583,203
Community Action Partnership of Huntsville, Madison & Limestone Counties, Inc.	610,825
Jefferson County Committee for Economic Opportunity	1,615,303
Macon-Russell Community Action Agency, Inc.	285,026
Marion-Winston Counties Community Action Committee, Inc.	150,718
Mobile Community Action, Inc.	1,281,079
Montgomery Community Action Committee, Inc.	621,461
Community Action Partnership of North Alabama, Inc.	484,250
Community Action Agency of Northeast Alabama, Inc.	779,422
Community Action Agency of Northwest Alabama, Inc.	436,402
Organized Community Action Program, Inc.	613,256
Pickens Community Action Committee, Inc.	87,135
Community Action Agency of Talladega, Clay, Randolph, Calhoun, & Cleburne Counties	662,437
Walker County Community Action Agency, Inc.	193,788
Community Service Programs of West Alabama, Inc	907,990
<b>TOTAL SUBGRANTEE AWARDS</b>	<b>11,786,254</b>
<b>STATE RESERVE</b>	<b>620,329</b>
<b>TOTAL AMOUNT</b>	<b>12,406,583</b>

**Appendix I**  
**State Plan Meeting**  
**Montgomery Community Action**  
**Committee**  
**July 22, 2010**

BOB RILEY  
GOVERNOR




State of Alabama

DONI M. INGRAM  
DIRECTOR

July 15, 2010

MEMORANDUM

TO: Executive Directors and Board Chairs  
Community Action Agencies

FROM: Crystal G. Davis, CSBG Program Manager   
Community Services Section

COPY: Wendy S. Hester, Acting Assistant Director  
Alabama Department of Economic and Community Affairs

Willie Whitehead, Chief  
Community Services Section

SUBJECT: Alabama CSBG State Plan  
Community Action Agency Work Plans  
Quarterly Financial Meeting

The Community Services Section (CSS) will be conducting a meeting to discuss and prepare the Alabama CSBG State Plan which must be submitted to the U.S. Department of Health and Human Services by September 1, 2010. The plan will cover Fiscal Years 2011 and 2012. Enclosed is an outline of the plan provided by the Office of Community Services. The section of the plan outline that will be discussed during the meeting is **V. The Narrative State Plan ("How To Develop" Instructions), F. State Community Services Program Implementation: (1) Program Overview through (5) Programmatic Assurances (e) Assurance '676(b)(9).**

In addition, CSBG staff will review and answer any questions regarding the outline for the Agency Work Plans that each Community Action Agency will be required to submit to the State. This outline is not enclosed but will be sent to each Executive Director via email by the close of business on Monday, July 19, 2010. The completed board approved plans must be submitted to CSS by September 3, 2010.

The meeting will be held at Montgomery Community Action in the Head Start Educational Building, 1100 Adams Avenue, Montgomery. We will begin promptly at 10:00 a.m. on Thursday, July 22, 2010. A tentative agenda is enclosed.

On Friday, July 23, 2010, Ms. Wendy Hester, Acting Assistant Director and Ms. Rhoda Talley, CSBG Staff Accountant, will be conducting the quarterly financial officers meeting. All agency financial officers are encouraged to attend. The meeting will begin at 9:00 a.m. and will also be held at Montgomery Community Action in the Head Start Educational Building.

Please provide the names of attendees for these meetings to Mrs. Bessie Sharp, CSBG Administrative Assistant, at (334) 242-5400 or [bessie.sharp@adeca.alabama.gov](mailto:bessie.sharp@adeca.alabama.gov) by noon on Wednesday, July 21, 2010. If your agency is unable to attend, you may provide any comments regarding the State Plan or direct questions regarding the Agency Work Plan to me at (334) 353-5463 or [crystal.davis@adeca.alabama.gov](mailto:crystal.davis@adeca.alabama.gov).

Should you have any questions regarding the information contained herein or require any special accommodations, you may contact me directly. If you have any questions regarding the location of the training, you may contact Kimberly Cobb-Ray at (334) 263-3474, extension 260.

WW:CGD

Enclosures

# AGENDA

Meeting located at  
Montgomery Community Action Committee, Inc.

July 22-23, 2010

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## Thursday, July 22, 2010

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10:00 a.m. – 12:30 p.m.	Discuss CSBG State Plan
12:30 p.m. – 2:00 p.m.	Lunch on Your Own
2:00 p.m. – 4:00 p.m.	Discuss FY2011 – FY2012 Agency Work Plans
4:00 p.m. – 4:30 p.m.	Questions

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## Friday, July 23, 2010

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9:00 a.m. – 12:00 noon	Financial Officers Meeting
12:00 Noon	Adjourn



CSBG State Plan and Agency Work Plan Meeting  
July 22, 2010

[illegible]

CSBG State Plan and Agency Work Plan Meeting  
July 22, 2010

Name	Agency	Title
Kim Livingston	OCAAP	Planner
Wanda H. Murphy	OCAAP	Executive Director
Cynthia E. Hunter	OCAAP	Services Director
Shirley Marshall	Mobile Community Action	CSBG Manager
Carolyn Peoples	" "	CSBG Bookkeeper
Leggy Stokes	HRC	CEO
Debbie Williams	DSCA & DCFNC	Manager of Energy
Aretta Phillips	DSCA & CDC, Inc.	Dir. of Senior Services
Russell Johnson	DSCA & CDC, Inc.	Intake Dir. Wk.
Lawrence W. Ford	DSCA & CDC, Inc.	Asst. Dir. Chairman
George Lewis	Etowah Co. Comm. Action	Exec. Director
Judith Nelson	JCCED - Jefferson County	Communications Mgr.
Ted Albrecht	JCCED	Deputy Director
Lawson Fair	CSP of West AL	CFO
Frankie King	ACHR	Family Resource Coord.
Tamara Johnson	ACHR	CSBG Manager
Shelby J. Crawford	CRA of the ALA	CFO
Paula Akers	MEAL	Executive Asst.
Yvonne Jolley	AOECA	Accountant
Alice Waters	ADECA	Partnership Coord.

**Appendix J**  
**Audit Dates of**  
**Community Action Agencies**

### Community Action Agencies Audit Information

Community Action Agency	FY ending	Dated by CPA	Date Received by ADECA
Alabama Council on Human Relations	2/28/2010	11/20/2010	1/24/2011
Baldwin Escambia	9/30/2009	6/29/2010	7/9/2010
Chambers Tallapoosa Coosa	8/31/2010	5/26/2011	6/8/2011
Dallas Selma	5/31/2010	2/28/2011	2/28/2011
Eleventh Area	10/31/2009	9/2/2010	1/24/2011
Elmore Autauga	2/28/2010	10/27/2010	11/22/2010
Etowah County	10/31/2009	3/10/2010	4/19/2010
HRDC	9/30/2009	7/14/2010	7/21/2010
Huntsville Madison	8/31/2009	11/19/2009	5/29/2010
Jefferson County	12/31/2009	8/18/2010	9/17/2010
Macon Russell	10/31/2009	7/30/2010	1/24/2011
Marion Winston	11/30/2009	8/20/2010	8/27/2010
Mobile	12/31/2009	9/28/2010	11/15/2010
Montgomery	2/28/2010	9/15/2010	5/3/2011
North Alabama	12/31/2010	6/16/2011	6/27/2011
Northeast Alabama	10/31/2009	7/8/2010	9/27/2010
Northwest Alabama	9/30/2010	1/13/2011	2/7/2011
OCAP	9/30/2010	3/4/2011	3/14/2011
Pickens	5/31/2010	1/3/2011	5/6/2011
Talladega Clay Randolph	12/31/2008	9/30/2010	10/1/2010
Walker County	10/31/2009	7/28/2010	8/2/2010
West Alabama	9/30/2010	2/11/2011	3/24/2011

**Appendix K**  
**FY2009 Information Survey (IS)**  
**Report**  
**Client Characteristics**

# Part I: Section G: Participants Characteristics

1. Number of Agencies Reporting

22

ARRA Only

2a. Total Non CSBG resources Reported in Section F, page 12

\$193,781,668

\$13,233,699

2b. Total amount of CSBG allocated

\$12,122,007

\$1,290,779

Total Resources for FY 2009 (2a + 2b)

\$205,903,675

\$14,524,478

3. Total unduplicated number of persons about whom one or more characteristics were obtained

274,533

4. Total unduplicated number of persons about whom no characteristics were obtained

15,505

5. Total unduplicated number of families about whom one or more characteristics were obtained

122,776

6. Total unduplicated number of families about whom no characteristics were obtained

8,937

7. Gender

NUMBER OF PERSONS\*

a. Male	101,214
b. Female	172,621
<b>TOTAL*</b>	<b>273,835</b>

8. Age

NUMBER OF PERSONS\*

a. 0-5	38,305
b. 6-11	37,697
c. 12-17	32,744
d. 18-23	21,920
e. 24-44	58,517
f. 45-54	30,133
g. 55-69	31,599
h. 70+	23,171
<b>TOTAL*</b>	<b>274,086</b>

9. Ethnicity/Race

NUMBER OF PERSONS\*

I. Ethnicity

a. Hispanic or Latino	5,335
b. Not Hispanic or Latino	262,436
<b>TOTAL*</b>	<b>267,771</b>

II. Race

a. White	99,529
b. Black African American	163,628
c. American Indian and Alaska Native	1210
d. Asian	744
e. Native Hawaiian and Other Pacific Islander	143
f. Other	2,829
g. Multi-race (any 2 or more of the above)	4,883
<b>TOTAL*</b>	<b>272,966</b>

10. Education level of adults

Number of Persons 24 and Older\*\*

a. 0-8	17,998
b. 9-12/non-graduates	47,267
c. high school grad/GED	49,633
d. 12+ some post secondary	15,782
e. 2 or 4 yr college graduates	7,547
<b>TOTAL**</b>	<b>138,227</b>

11. Other Characteristics

NUMBER OF PERSONS\*

	Yes	No	Total
a. Health insurance	125,536	230,337	355,873
b. Disabled	54,885	186,420	241,305

12. Family Type

NUMBER OF FAMILIES\*\*\*

a. Single parent/female	44,730	d. Single person	42,825
b. Single parent/male	2,628	e. Two adults/no children	10,376
c. Two-parent household	13,987	f. Other	5,250

13. Family Size

NUMBER OF FAMILIES\*\*\*

a. One	42,437
b. Two	27,498
c. Three	25,548
d. Four	14,831
e. Five	7,125
f. Six	2,937
g. Seven	1,446
h. Eight or more	751
<b>TOTAL***</b>	<b>122,573</b>

14. Source of Family Income

NUMBER OF FAMILIES

a. Unduplicated # of Families Reporting One or More Sources of Income***	100,987
b. Unduplicated # of Families Reporting No Income***	20,293
<b>TOTAL***</b>	<b>121,280</b>

c. TANF	3,948
d. SSI	26,641
e. Social Security	42,580
f. Pension	3,121
g. General Assistance	457
h. Unemployment Insurance	9,100
i. Employment + other sources	6,287
j. Employment only	26,979
k. Other	21,564

15. Level of Family Income (% of HHS Guideline)

NUMBER OF FAMILIES\*\*\*

a. Up to 50%	38,539
b. 51% to 75	27,818
c. 76% to 100	29,350
d. 101% to 125	13,665
e. 126% to 150	7,605
f. 151% to 175	3,904
g. 176% to 200	1,503
h. 201% and over	345
<b>TOTAL***</b>	<b>122,729</b>

16. Housing

NUMBER OF FAMILIES\*\*\*

a. Own	49,605
b. Rent	58,575
c. Homeless	1,099
d. Other	5,628
<b>TOTAL***</b>	<b>114,907</b>

TOTAL\*\*\* 119,796

Totals For Alabama Section G

NASCSP CSBG IS 2009

**Appendix L**  
**Statistical Report, Part II:**  
**ROMA Report**

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.1

Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
A. Unemployed and obtained a job	18	3937	1757	1278	72.7%
B. Employed and maintained a job for at least 90 days	13	2381	1304	959	73.5%
C. Employed and obtained an increase in employment income and/or benefits	12	4587	911	641	70.4%
D. Achieved "living wage" employment and/or benefits	13	2533	1272	996	9.0%



## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.2

Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Achieving Outcome in Reporting Period (#)
A. Obtained skills/competencies required for employment	15	2725	573
B. Completed ABE/GED and received certificate or diploma	17	3693	526
C. Completed post-secondary education program and obtained certificate or diploma	11	2944	173
D. Enrolled children in before or after school programs	11	2381	801
E. Obtained care for child or other dependant	11	1953	1671
F. Obtained access to reliable transportation and/or driver's license	10	2342	391
G. Obtained health care services for themselves or a family member	13	2370	869
H. Obtained and/or maintained safe and affordable housing	19	3133	934
I. Obtained food assistance	14	4467	2685
J. Obtained non-emergency LIHEAP energy assistance	13	34260	34035
K. Obtained non-emergency WX energy assistance	7	1305	1305

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator 1.3

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits or Savings)
Enhancement 1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	7	1,543	1,541	846	54.9%	\$1,944,900.00
Enhancement 2. Number and percentage of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	5	971	218	164	75.2%	\$59,470.00
Enhancement 3. Number and percentage of participants enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	8	541	484	474	97.9%	\$4,173.00
Utilization 1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	10	643	325	188	57.8%	
Utilization 2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	3	6	6	4	66.7%	
Utilization 3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated	2	5	5	4	80.0%	\$456.00
Utilization 4a. Number and percent of participants capitalizing a small business with accumulated savings	1	2	2	1	50.0%	\$0.00
Utilization 4b. Number and percent of participants pursuing post-secondary education with accumulated savings	1	1	1	0	0.0%	\$0.00
Utilization 4c. Number and percent of participants purchasing a home with accumulated savings	2	11	10	10	100.0%	\$0.00
Utilization 4d. Number and percent of participants purchasing other assets with accumulated savings	2	4	4	3	75.0%	\$399.00

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.1

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community	4	13	110
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in	5	30	52
C. Safe and affordable housing units created in the community	6	75	252
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community	7	368	445
E. Accessible safe and affordable health care services/facilities for low-income people created or saved from reduction or elimination	2	6	1
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination	7	1909	884
G. Accessible before school and after school program placement opportunities for low-income families created or saved from reduction or elimination	4	49	2
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation	6	25	19
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill	7	33	124

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.2

Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Program Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services, or Facilities Preserved or Increased (#)
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	1	1	1
B. Increase in the availability or preservation of community facilities.	3	10	99
C. Increase in the availability or preservation of community services to improve public health and safety.		0	0
D. Increase in the availability or preservation of commercial services within low-income neighborhoods.	1	1	1
E. Increase in or preservation of neighborhood quality-of-life resources.	2	6	6

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator

Community Engagement

The number of community members working with Community Action to improve conditions in the community

A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives

B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)

Eligible Entities Reporting (#)	Total Contribution by Community (#)
---------------------------------------	--

<input type="text" value="12"/>	<input type="text" value="15706"/>
---------------------------------	------------------------------------

<input type="text" value="17"/>	<input type="text" value="1071390"/>
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National Performance Indicator

Employment Growth from ARRA Funds

The total number of jobs created or saved, at least in part by ARRA funds, in the community.

Eligible Entities Reporting (#)	Number of Jobs (#)
---------------------------------------	--------------------------

A. Jobs created at least in part by ARRA funds

B. Jobs saved at least in part by ARRA funds

<input type="text" value="5"/>	<input type="text" value="25"/>
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<input type="text" value="3"/>	<input type="text" value="6"/>
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## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Alabama

Goal 3: Low-income people own a stake in their community.

National Performance Indicator

3.1

Community Enhancement through Maximum Feasible Participation

The number of volunteer hours donated to Community Action

Eligible Entities  
Reporting  
(#)

Total  
Number of  
Volunteer  
Hours  
(#)

Total number of volunteer hours donated by LOW INCOME INDIVIDUALS to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income)

21

535446

National Performance Indicator

3.2

Community Empowerment Through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

Eligible Entities  
Reporting (#)

Total Number of  
Low-Income People  
(#)

A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.

20

1540

B. Number of low-income people acquiring businesses in their community as a result of community action assistance.

3

6

C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.

9

199

D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.

9

4116

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

National Performance Indicator 4.1

Expanding Opportunities Through Community-Wide Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

	Eligible Entities Reporting (#)	Number of Organizational Partnerships (#)
Non-Profit	17	940
Faith Based	18	301
Local Government	19	188
State Government	15	80
Federal Government	11	32
For-Profit Business or Corporation	15	286
Consortiums/Collaboration	8	34
Housing Consortiums/Collaboration	12	44
School Districts	17	154
Institutions of post secondary education/training	18	55
Financial/Banking Institutions	13	36
Health Services Institutions	18	173
Statewide associations or collaborations	12	31
Total number of organizations CAAs work with to promote family and community outcomes	21	2574

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

#### Goal 5: Agencies increase their capacity to achieve results

National Performance Indicator 5.1

##### Agency Development

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Resources in Agency (#)
Number of Certified Community Action Professionals (C-CAP)	2	10
Number of Nationally Certified ROMA Trainers	2	5
Number of Family Development Trainers	9	23
Number of Child Development Trainers	6	11
Number of Staff attending trainings	17	1051
Number of board members attending trainings	16	270
Hours of staff in trainings	18	29640
Hours of board members in trainings	16	3064



## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.1

#### Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

Eligible Entities Reporting (#)	Number of Vulnerable Individuals Living Independently (#)
---------------------------------	---

A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disa

19

44339

B. Total Individuals with Disabilities

17

39357

0-17

11

10833

18-54

13

12157

55-over

13

17383

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.2

#### Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage\* of those households for which assistance was provided, including such services as:

	Eligible Entities Reporting (#)	Number Seeking Assistance (#)	Number Receiving Assistance (#)
A. Emergency Food	16	28102	24595
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	18	125895	111867
C. Emergency Rent or Mortgage Assistance	15	2191	1886
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	5	48	36
E. Emergency Temporary Shelter	11	180	122
F. Emergency Medical Care	12	409	312
G. Emergency Protection from Violence	6	54	47
H. Emergency Legal Assistance	6	62	46
I. Emergency Transportation	10	205	176
J. Emergency Disaster Relief	5	39	33
K. Emergency Clothing	11	4479	4445

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.3

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
Infant and Child 1. Infants and children obtain age appropriate immunizations, medical and dental care.	10	9681	8494	8022	94.4%
Infant and Child 2. Infant and child health and physical development are improved as a result of adequate nutrition.	8	6629	6289	6155	97.9%
Infant and Child 3. Children participate in pre-school activities to develop school readiness skills.	11	9001	8063	8043	99.8%
Infant and Child 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.	10	7378	6105	5459	89.4%
Youth 1. Youth improve health and physical development.	8	2162	2154	2136	99.2%
Youth 2. Youth improve social/emotional development.	8	2392	2243	2303	102.7%
Youth 3. Youth avoid risk-taking behavior for a defined period of time.	8	801	855	856	100.1%
Youth 4. Youth have reduced involvement with criminal justice system.	5	519	493	488	99.0%
Youth 5. Youth increase academic, athletic or social skills for school success	10	1912	1864	1585	85.0%
Adult 1. Parents and other adults learn and exhibit improved parenting skills.	12	6026	4977	4468	89.8%
Adult 2. Parents and other adults learn and exhibit improved family functioning skills.	9	4205	3008	3025	100.6%

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator **6.4**

Family Supports (Seniors, Disabled and Caregivers)

Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:

	Eligible Entities Reporting (#)	Number of Participants Enrolled in Program(s) (#)	Number of Participants Achieving Outcome in Reporting Period (#)
A. Enrolled children in before or after school programs	5	1409	1409
B. Obtained care for child or other dependent	5	2665	2665
C. Obtained access to reliable transportation and/or driver's license	4	132	132
D. Obtained health care services for themselves or family member	7	1189	1188
E. Obtained and/or maintained safe and affordable housing	7	2471	1802
F. Obtained food assistance	11	13200	12592
G. Obtained non-emergency LIHEAP energy assistance	11	35999	35054
H. Obtained non-emergency WX energy assistance	5	560	560
I. Obtained other non-emergency energy assistance (State/local/private energy programs. DO NOT include LIHEAP or WX)	7	2209	2200

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator 6.5

Service Counts

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

Eligible Entities Reporting (#)	Number of Services (#)
<u>12</u>	<u>38797</u>
<u>7</u>	<u>847170</u>
<u>8</u>	<u>1822</u>
<u>8</u>	<u>39153</u>
<u>10</u>	<u>188193</u>

A. Food Boxes

B. Pounds of Food

C. Units of Clothing

D. Rides Provided

E. Information and Referral Calls

In the rows below, please include any additional indicators that were not captured above.

<u>1</u>	<u>50960</u>
<u> </u>	<u> </u>

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.1

Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

Eligible Entities Reporting (#)

Number of Participants Enrolled in Program(s) (#)

Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)

Number of Participants Achieving Outcome in Reporting Period (#)

Percentage Achieving Outcome in Reporting Period (%)

Information and Referral

1

900

900

843

93.7%

Maintain employment for 90 days

1

40

10

7

70.0%

Agency Reporting: Talladega, Clay, Randolph, Calhoun & Cleburne Co

Head Start CDA Mandate

1

32

15

11

73.3%

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator 1.2

#### Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

Agency Reporting: Baldwin, Escambia, Clarke, Monroe & Conecuh Countie

Family Day Care

Eligible Entities  
Reporting  
(#)

Number of Participants  
Enrolled in Program(s)  
(#)

Number of Participants  
Achieving Outcome in  
Reporting Period (#)

1

58

58

Agency Reporting: Northeast Alabama, Inc., Community Action Agency of

GED Information & Job Training

1

47

Agency Reporting: Talladega, Clay, Randolph, Calhoun & Cleburne Countie

State Identification Card for Employment

1

22

22

Before and After Care Referrals

1

142

142

Self Sufficiency-Employment and Job Referrals

1

386

364

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name:

Alabama

Goal 1: Low-income people become more self sufficient.

National Performance Indicator

1.3

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

Eligible Entities Reporting (#)

Number of Participants Enrolled in Program(s) (#)

Number of Participants Expected to Achieve Outcome in Reporting period (Target) (#)

Number of Participants Achieving Outcome in Reporting Period (#)

Aggregated Dollar Amounts (Payments, Credits or Savings)

Percentage Achieving Outcome in Reporting Period (%)

Agency Reporting: West Alabama, Inc., Community Service Progra

Default and/or Foreclosure Prevention Counseling	1	171	171	171		100.0%
Rental Counseling	1	1	1	1	1	100.0%



## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.1

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

Eligible Entities Reporting (#)	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)
---------------------------------------	--	--

Agency Reporting: Talladega, Clay, Randolph, Calhoun & Cleburne Counties, Co

Weatherization Information and Referrals	1	298	298
USDA Loans-Referrals	1	16	16

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

State Name: Alabama

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.2

Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

Eligible Entities  
Reporting  
(#)

Number of  
Program  
Initiatives  
or Advocacy  
Efforts (#)

Number of  
Community Assets,  
Services, or Facilities  
Preserved  
or Increased (#)

Agency Reporting: Baldwin, Escambia, Clarke, Monroe & Conecuh Counties, Inc.,

Safe and Affordable housing units in the community through WX or Rehabilitation  
or Advocacy

1

66

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

State Name:

Alabama

Goal 3: Low-income people own a stake in their community.

National Performance Indicator

3.2

Community Empowerment Through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

Eligible Entities  
Reporting (#)

Total Number of  
Low-Income People  
(#)

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

National Performance Indicator 4.1

#### Expanding Opportunities Through Community-Wide Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Eligible  
Entities  
Reporting  
(#)

Number of  
Organizational  
Partnerships  
(#)

Agency Reporting: Human Resource Development Corporation

Civic Organizations

1

9

Agency Reporting: Jefferson County Committee for Economic Opportunity

Others

1

18

Agency Reporting: Northeast Alabama, Inc., Community Action Agency of

Pizza Hut: Fort Payne/ Rainsville

1

2

Agency Reporting: Northwest Alabama, Inc., Community Action Agency of

Court Systems/ Department of Human Resources, Juvenile Probation

1

7

Agency Reporting: Organized Community Action Program, Inc.

National Associations

1

7

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.1

#### Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

Agency Reporting: West Alabama, Inc., Community Service Programs of

Expectant Mothers

Eligible Entities  
Reporting (#)

Number of Vulnerable  
Individuals Living  
Independently (#)

1

1

## Part II: Outcomes of Efforts, FY 2009

### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.2

#### Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage\* of those households for which assistance was provided, including such services as:

Eligible  
Entities  
Reporting  
(#)

Number  
Seeking  
Assistance  
(#)

Number  
Receiving  
Assistance  
(#)

Agency Reporting: Jefferson County Committee for Economic Opportunity

	Eligible Entities Reporting (#)	Number Seeking Assistance (#)	Number Receiving Assistance (#)
Family Counseling	1	2	2

Agency Reporting: Mobile Community Action, Inc.

Emergency Prescription Assistance	1	55	55
Emergency Water Bill Assistance	1	40	40

## Part II: Outcomes of Efforts, FY 2009

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### National Performance Indicators

State Name: Alabama

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

National Performance Indicator 6.3

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

Eligible  
Entities  
Reporting  
(#)

Number of  
Participants  
Enrolled in  
Program(s)  
(#)

Number of  
Participants  
Expected to  
Achieve  
Outcome in  
Reporting period  
(Target) (#)

Number of  
Participants  
Achieving  
Outcome in  
Reporting  
Period (#)

Percentage  
Achieving  
Outcome  
in Reporting  
Period (%)

**Appendix M**  
**Distribution of FY 2009**  
**Funds to Eligible Entities**



AGENCY	2000 CENSUS PERCENTAGE POPULATION	TOTAL CSBG FUNDS AVAILABLE IN FY2010	CARRYOVER FROM 2008 FUNDS	TOTAL CSBG FUNDS AVAILABLE IN FY2009	ACTUAL FY 2009 CSBG EXPENDITURES
Alabama Council on Human Relations, Inc.	3.454964	418,812.00	126,113.00	\$418,810.00	544,932.00
Community Action Agency of Baldwin, Escambia, Clarke, Morroe, & Conecuh Counties, Inc.	5.25056	636,473.00	-	\$636,473.00	633,545.00
Community Action Committee, Inc. Chambers-Tallapoosa- Coosa	2.092116	253,606.00	7,051.00	\$253,606.00	168,640.00
Dallas-Selma Community Action and Community Development Corporation, Inc.	5.540204	671,584.00	91,018.00	\$671,584.00	671,584.00
Eleventh Area of Alabama Opportunity Action Committee, Inc.	2.160731	261,924.00	64,484.00	\$261,924.00	221,500.00
Elmore-Autauga Community Action Committee	1.564969	189,706.00	54,433.00	\$189,706.00	175,381.00
Etowah County Community Services Program, Inc.	2.283064	276,753.00	41,545.00	\$276,753.00	220,061.00
Human Resource Development Corporation	4.948166	599,817.00	325,347.00	\$599,817.00	619,686.00
Community Action Partnership of Huntsville, Madison & Limestone Counties, Inc.	5.182518	628,225.00	289,138.00	\$628,225.00	628,225.00
Jefferson County Committee for Economic Opportunity	13.704972	1,661,318.00	-	\$1,661,318.00	1,661,318.00
Macon-Russell Community Action Agency, Inc.	2.418289	293,145.00	-	\$293,145.00	293,145.00
Marion-Winston Counties Community Action Committee, Inc.	1.278762	155,012.00	-	\$155,012.00	155,012.00
Mobile Community Action, Inc.	10.869263	1,317,573.00	373,812.00	\$1,317,573.00	1,194,182.00
Montgomery Community Action Committee, Inc.	5.272763	639,165.00	-	\$639,165.00	553,165.00
Community Action Partnership of North Alabama, Inc.	4.108598	498,045.00	60,347.00	\$498,045.00	542,144.00
Community Action Agency of Northeast Alabama, Inc.	6.612978	801,626.00	299,290.00	\$801,626.00	793,223.00
Community Action Agency of Northwest Alabama, Inc.	3.702637	448,834.00	94,877.00	\$448,834.00	514,278.00
Organized Community Action Program, Inc.	5.203145	630,726.00	-	\$630,726.00	630,726.00
Pickens Community Action Committee, Inc.	0.0739296	89,617.00	16,463.00	\$89,617.00	80,439.00
Community Action Agency of Talladega, Clay, Randolph, Calhoun, & Cleburne Counties	5.620422	681,308.00	144,401.00	\$681,308.00	588,130.00
Walker County Community Action Agency, Inc.	1.644184	199,308.00	-	\$199,308.00	185,670.00
Community Service Programs of West Alabama, Inc	6.347399	769,432.00	135,305.00	\$769,432.00	508,309.00
	99.3346336	12,122,009.00	2,123,624.00	12,122,007.00	11,583,295.00

# **Certification Documents**

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### **Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

401 Adams Avenue

Montgomery, Alabama 36104

Check if there are workplaces on file that are not identified here.

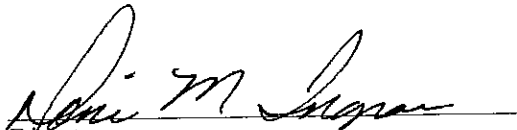
Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

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Director

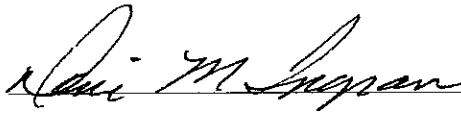
August 31, 2010

Date

Alabama Department of Economic and Community Affairs  
Agency

## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

A handwritten signature in black ink, appearing to read "Doni M. Ingram", is written over a horizontal line.

Doni M. Ingram, Director

Alabama Department of Economic and Community Affairs

August 31, 2010

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
Signature

Director

\_\_\_\_\_  
Title

Alabama Department of Economic and Community Affairs

\_\_\_\_\_  
Organization



## CERTIFICATION REGARDING MAINTENANCE OF EFFORT

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the Community Services Block Grant Program by the Alabama Department of Economic and Community Affairs, will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.

  
\_\_\_\_\_  
Signature of Authorized Certifying Official

Director, Alabama Department of Economic and Community Affairs

\_\_\_\_\_  
Title

August 31, 2010

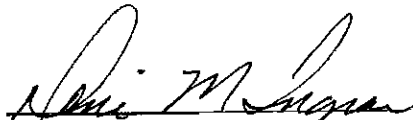
\_\_\_\_\_  
Date

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by and entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

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Director

August 31, 2010  
Date

Alabama Department of Economic and Community Affairs  
Agency

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions**

#### **Instructions for certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from

the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 98.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\*\*\*\*\*

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in

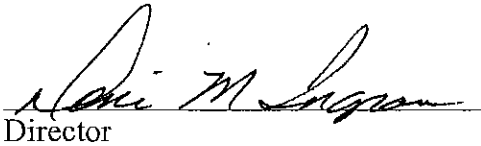
addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lowered tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction, "without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion—Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
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Director

August 31, 2010  
Date

Alabama Department of Economic and Community Affairs  
Agency